

District Required Leave: You are asked by District Administration to attend any sort of training or meeting and represent the District while you are there. This also includes coaching for WWSD. The District or another party agrees to pay the cost of the substitute if there is one.

WWVEA Negotiated Agreement for Sub Days for Professional Development Use:

For when you attend a workshop or training. You may be obtaining funding from the District to cover expenses, but it is your choice to attend. Continuing education falls under this category. Occasionally when funding for a substitute is not available you may take a business day (if you have one available to use) to attend a workshop of your choosing.

Other Leave: This is for military or jury duty only. Other leave is not deducted from your leave balance. If you take leave for jury duty you must forward any compensation that you received for attending. Reimbursement for mileage you keep.

Sick Leave: Is when you are absent for reasons of being sick or taking care of your immediate family who are sick. Please see your handbook for exact criteria of sick leave.

Personal Business Leave: You have five days a year that can be deducted from your sick leave balance that you can use to take care of matters which cannot be attended to outside of working hours. Please see your handbook for a complete explanation.

Bereavement Leave: There are five days available each fiscal year for use when a relative passes on. This leave is not deducted from your leave balance. Please see your handbook for exact criteria.

Leave With Out Pay: This is when you are away from your duties for reasons not listed above or if you have depleted all of your leave balance.

Vacation Leave: 12 month employees have vacation leave and need to refer to their handbooks as to how and when it can be used.