

MPSSA Leave Time Summary

Type

Process

Approval
Required

How Many?

Day or Partial Day Absences:

Sick day or half day	If <u>prior</u> to 6:30 am the same day, enter absence into WILLSUB	No	9 per year
Sick day or half day	If <u>after</u> 6:30 am the same day, call building principal/building secretary or Elaine Esch (775-2300 ext 30830) for assistance.	No	
Sick time 1 or 2 hours	Input to WILLSUB as full or half day PLUS write in Administrator notes: "Using ___ hour(s) as approved by ___"	Yes (Admin)	
Personal	Enter absence in WILLSUB; MUST request 24 hours in advance of the absence; If entered on calendar day prior to absence, also notify building principal/secretary for approval.	No	3 per yr
Personal next to Break/Holiday or Yr. End/Start	MUST use form to obtain approval. Includes Labor Day, Thanksgiving weekend, Christmas/winter break, Spring Break, Good Friday/Easter, Memorial Day and Summer break. Input to WILLSUB after receiving approval. Standard for approval is once in 3 years.	Yes (Building Admin & HR)	Eligible to use 1 time every 3 years
Personal time 1 or 2 hours	Input to WILLSUB as full or half day PLUS write in Administrator notes: "Using ___ hour(s) as approved by ___"	Yes (Admin)	Deducted from 3 days provided
Child/Gr.child Event 2 hour leave	Must complete form and gain Assistant Superintendent approval. Input to WILLSUB once approval is received. Include hours taken in admin notes.	Yes Building Admin.)	2 hours increments 2x per year
Professional	First complete Professional Day Event Approval Form and Conference Leave Form. Enter absence in WILLSUB with event described in Administrator notes; MUST request 2 weeks in advance of the absence. The event should qualify as PD and relate to professional growth or MPPS goals.	Yes (HR)	1 per year
School Business	Enter absence in WILLSUB with event described in Administrator Notes AND complete "Conference/Travel Reimbursement Form"	Yes (Admin)	
Funeral	Enter absence in WILLSUB	No	5 days; add'l days granted by SUP
Dock No Pay Day	MUST use form to obtain approval. Input to WILLSUB after receiving approval.	Yes (Admin and HR)	

Absences must be entered into will sub even if a sub is not required.

Extended Leaves:

Maternity and other medical	Contact MPSA President for packet & checklist (which includes FML paperwork)	Yes (HR)	
Other Leaves	Review current Master Agreement and contact MPSPA President	Some, Yes (HR)	