

Administrators Leaves:

I would like to give you information about your leave and remind you to review your balances for vacation, non-traditional days earned, personal leave, and sick leave.

Vacation: Administrators receive 25 days of vacation annually. 40 days of unused vacation may be carried forward from one contract year to another. Vacation days in excess of 40 days must be used by August 31 of each year. Days in excess of 40 days will be removed from balances on September 1. You are entitled to cash out up to 10 days in January or June of each year. You are required to take a minimum of 10 days of vacation each year which could be cashed out, donated via the leave share program, or used.

Non Traditional day: Administrators may earn up to a maximum of 12 non-traditional days, which would be hours that are worked on any weekend or holidays throughout the year and approved by supervisors. Non-traditional days may be used only under the same conditions as vacation days. Non-traditional days in any contract year may be used in the month of July or August of the next contract year but shall not carry over from year to year. All days not used as of August 31 will be removed from balances as of September 1. This leave can only be used by the employee.

Personal Leave: Administrators will receive 4 days of personal leave each contracted year in July. A maximum of four personal days may be carried into the following school year, to a maximum accumulated of ten days. Administrators may receive monetary compensation at per diem for four of their unused personal leave days in the month of June. If no personal leave hours are cashed out, donated via the leave share program, or used by June 30, any balance over the max will be removed out of the balance and not carried over to the next year as of July 1. This leave can be cashed out, donated, or used.

Sick leave: Administrators will receive 12 days of illness, injury and emergency leave (sick leave) annually, based on the employee's hours of work per day. Unused sick leave may be accumulated on a year-to-year basis up to a maximum of the number of contract days in a contract period, not to exceed one year. Sick leave excess over the contract period as of June 30 will be removed from balances on July 1. Sick leave can be used or donated via the leave share program throughout the year. Administrators can participate in the attendance incentive program which allows you to cash out your sick leave in January to a VEBA program if over 180 days in balance (per other requirements within the program) or cashed out in excess of 60 days (per other requirements within the program). This leave can be cashed out, donated, or used.

We encourage you to utilize the Employee Online-Leave Tracking Tab to review your usage and balances. This will allow you to monitor your balances throughout the year.

If you have any questions or concerns feel free to contact Rachel Matthiesen at 253-840-8980 or email matthirj@puyallup.k12.wa.us