

Explain the Days to Me

2023-24

Questions?

If you have questions regarding the information in this publication, please email [Terri Neely](mailto:Terri.Neely@washingtonea.org) at terneely@washingtonea.org for assistance. Our staff is here to help you with any questions you might have.



Definitions of contract terms

Household: Anyone permanently residing in the employee's residence.

Immediate Family: Spouse, registered domestic partner, parent, brother, sister, child (biological, adoptive, foster), grandparent, or grandchild by blood, marriage, or legal adoption.

An explanation of the different types of days offered in your contract:

Student Days: These are the days in which students are in school. Your base salary is made up of 180 Student Days. You will be asked to sign a contract agreeing to work these days. You will be paid for this work in 12 equal monthly installments.

LEAP Days: Each member will work 8 Learning Enhancement/Academic Planning (LEAP) Days. The activities will focus on District and building goals. The days have been scheduled into the school calendar. You will be paid for these days in 12 monthly installments.

Responsibility Contract: Every member will be paid for a Responsibility Contract that will cover professional duties that teachers perform (such as Open House, Curriculum Nights, and report cards) outside of the regular work day. You will be paid for this in 12 equal monthly installments.

Annual Leave: Each member has 3 Annual Leave Days to use at his or her discretion. No reason needs to be given to use an Annual Leave Day, but two restrictions apply: the days may not be used on the first or last day of the school year and may not be used on full day LEAP days. Annual Leave Days can be used before and after holidays and vacation. The District requests that you notify the Substitute Office as soon as possible prior to using an Annual Leave Day, preferably giving at least 48 hours notice. Only 40 requests for an Annual Leave Day per day will be permitted (Monday-Thursday) and only 35 requests on Fridays and the days before/after holidays or school vacations, unless there are extraordinary circumstances.

At the end of the year, you can carry over unused Annual Leave Day(s) to the next year until you have accrued up to 5 Annual Leave Days (3 new + 2 carried over). Anyone with Annual Leave Days remaining at the end of the year may also cash in each unused day at the current sub rate.

Leave Without Pay: For a significant life event or educational pursuits which will enhance the employee's service to the District, an employee may request leave without pay; however, Annual leave must be used up first before applying for this leave. Unpaid Leave cannot be taken for vacations. The employee needs to give at least 30 days notice if at all possible. Approval for this leave is solely at the discretion of the District.

Bereavement Leave: In the event of a death in the immediate family/household of the employee, an absence of up to 5 days with pay is permitted. The District may extend this limit for special circumstances. If the leave is needed for the death of a close friend or non-covered family member, 1 day of Emergency Leave (which comes out of sick leave) may be used.

Illness / Injury Leave: Commonly referred to as “Sick Leave,” each full-time employee is credited with 12 days on September 1 to be used for illness or injury of the employee or immediate family member of the employee. These days accrue from year to year up to 204.

Emergency Leave: Up to 3 days per year may be used for emergencies as defined in the contract. These days will be taken out of your sick leave when they are used.

Family Medical Leave: Leave is available for certain family and medical purposes. These days may be paid or unpaid depending if the employee has accumulated sick leave, other appropriate leave, or qualifies for the state paid leave program. For employees who qualify, benefits are paid by the District for up to 12 weeks from the beginning of the leave and may extend longer under the state leave program. If you need to use this leave, please contact LWEA for specific information.

Other Leaves: There are a few more leaves that are available for special needs which are defined in your contract. They include: Military, Temporary Disability, Child Care, Adoption/Foster Parent, Association, Jury and Subpoena, Religious Observances, Public Office, and Shared Sick Leave. If you have questions about any of these leaves, please check the LWEA website (lakewashingtonea.org), read Section 19 in the LWEA/LWSD contract which pertains to leaves, and/or contact the LWEA office.

Transfer / Reassignment Days: Employees who transfer or are reassigned may be eligible for paid days to transition to their new assignment. See Article 23 in the LWEA/LWSD contract and/or contact the LWEA office for specific information. These days are paid in the pay period in which they are worked (fill out a time card).

Extended Contracts: Library media specialists, special education teachers, counselors, kindergarten teachers, psychologists, OTs, PTs, SLPs, VOMs, TOSAs, and ML teachers receive additional days to perform extra work. See Article 13 in the LWEA/LWSD contract for specific information.



LWEA/LWSD SALARY SUMMARY

180	Student Days
8	LEAP Days (5 days before school starts + 3 days scheduled in the calendar)
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188	Total Days