

Explain the Days to Me

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

2011-12

Questions?

If you have any questions regarding any of the information in this publication, please contact the LWEA office at 425-822-3388 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 and considered a member of the family.

Immediate Family: Spouse, parent, brother, sister, child, grandparent, or grandchild by blood, marriage, or legal adoption.

Student Days: These are the days in which students are in school. Your base salary is made up of 181 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.

Supplemental Days: Each member is required to work 2 Supplemental Days, which are scheduled for the Monday and Tuesday prior to the opening of school (August 29 and 30, 2011) and are used in-building for meetings and preparation for the school year (shown as LEAP Days on the District calendar). You will be paid for those days in 12 monthly installments.

LEAP Days: Each member will work 6 Learning Enhancement/Academic Planning Days. The activities will focus on District and building goals. The days have been scheduled into the school calendar on August 31, September 1, October 7, 2011; March 16, May 4, and May 25, 2012. You'll be paid for these days in 12 monthly installments. Any days that are not worked will be deducted from your paycheck in the month that the absence occurs.

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 quarterly/trimester grades) outside of the regular work day. You will be paid for this in 12 equal monthly installments.

Additional Days: Every full time member will be given a \$2,000 Professional Fund during each year of the contract. This fund can be used to pay for up to 4 additional days at a rate of \$500 per day, or \$250 per half-day. If this option is chosen, payment for these days will be in your November, 2011 paycheck.

Non-Contract Days: These are days in the school calendar that you are not required to work. This year there is one day: September 2, 2011.

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 25 requests for an Annual Leave Day per day will be permitted, unless there are extraordinary circumstances. At the end of the year, you can trade in 2 unused Annual Leave Days to carry over 1 Annual Leave Day for the following year. You can do this each year until you have accrued up to 5 Annual Leave Days. Anyone with Annual Leave Days remaining at the end of the year may also cash in each unused day at the current sub rate (\$140).

Leave Without Pay: Under extraordinary circumstances, an employee may take leave without pay. 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 6 to be used for illness or injury of the employee, the employee's spouse or domestic partner/significant other, parents, parents-in-law, grandparents and/or the employee's children. These days accrue from year to year up to 203.

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 as they are used.

Family Care Leave: Leave is available for family medical purposes. These days are paid if the employee has accumulated sick leave or other appropriate leave. The remainder is unpaid but the employee's benefits are paid by the District for up to 12 weeks from the beginning of the leave. 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, Association, Educational, Professional, Public Office, and Shared Sick Leave. If you have questions about any of these leaves, please read Article 19 in the contract which pertains to leaves and/or contact the LWEA office.

Transfer Incentive Days: Voluntary transferees (on the Transfer List) with 5 or more consecutive years in one building, and all involuntary transferees may work up to 5 days to transition to their new assignment. These days are paid in the pay period in which they are worked by filling out time cards.

Extended Contracts/Pool Days: Librarians, elementary and secondary counselors, and kindergarten teachers each have their contracts extended by up to 3 days. Psychologists, OTs, PTs, SLPs, and ELL teachers also receive an extra 3 days to perform extra work. These days are paid in the pay period in which they are worked. In addition, librarians and secondary counselors can apply for "pool days." See Section 20.4 for specific information.

LWEA/LWSD SALARY SUMMARY

181	Student Days
2	Supplemental Days (2 days before school starts)
6	LEAP Days (2 days before school starts/4 days scheduled in calendar)
<hr/>	
189	Total Days

