



Human Resource Services & Leadership Development Payroll Department

Certificated Paid Time Off

April 2014

Certificated FTE Staff

Certificated Staff with a full FTE are paid for 8 hours per day.

Effective March 24, 2014, the following procedures will be used to calculate the deduction of leaves for all teachers and other TALB bargaining unit members:

Teachers who are absent from work for the entire school day will be charged for eight (8) hours of leave.

Teachers who are absent from work for part of a school day will be charged in half hour increments only for the time, within their duty day, that they are absent.

Teachers paid time off includes sick leave, imminent death, bereavement, personal necessity [charged as sick leave], and judicial leave. See the TALB Contract for details.

The TALB contract, Article V outlines the Days and Hours of Employment:

“It is agreed that the professional duties of employees require both on-site and off-site hours of work, that the varying nature of such professional duties may not lend itself to a total maximum daily work time of definite or uniform length, and that such duties are normally expected to involve no fewer than eight (8) hours of total effort each workday for both classroom and non-classroom employees.

It is further agreed that employees will be available to meet with students and parents at reasonable times before and after the instructional day. A schedule shall be posted prominently and maintained at each school site indicating times when teachers are available to meet with parents and/or students. Copies of the schedule shall be sent home to parents twice a year.”

Please review Article V for more detailed information.

Frequently asked questions:

Q: My duty day is from 7:35 a.m. – 2:40 p.m. (6 hours and 35 minutes). I go to the dentist and arrive at school at 10:00 a.m. How much sick leave am I charged?

A: Two and one half hours (2.5) in half hour increments.

Q: For the absence above, the site brings in a day to day substitute. The substitute must be paid a minimum of three (3) hours. What do they do once the teacher returns after two and one half hours (2.5)?

A: This is a site decision. The substitute can work with students individually for the last half hour or do other necessary teaching work. The site can choose to send the substitute home. The site may not have the substitute do non-teaching work (office assistance for example).

Q: My duty day is from 7:45 a.m. – 2:10 p.m. (5 hours and 55 minutes). I leave for a doctor's appointment at 10:15 a.m. How much sick leave am I charged?

A: Three and one half hours (3.5) in half hour increments. Omit the 30 minute duty free lunch.

Q: Does the teacher's time off site as posted in AESOP need to match the actual leave time charged to the teacher?

A: No. Ideally it would, but circumstances change and may differ from what was originally posted in AESOP.

Q: The teacher is going to miss one hour of work. Should they log one hour or three hours in AESOP?

A: The day to day substitute must be paid a minimum of three hours. If the teacher enters one (1) hour in AESOP, the substitute may not plan to work the three (3) hours. It is best to enter a three hour absence so that the substitute is planning to be on site for three hours. The teacher would be charged one hour of leave time.

Q: What happens when a teacher on special assignment at a central office position misses time from work?

A: Refer to the TALB contract, Article V and your site Administrator for details. Teachers on special assignment who have an eight (8) hour duty day will be charged for each hour missed in half hour increments.

Q: How do I determine the teacher's duty day hours?

A: Refer to the TALB contract, Article V and your site Administrator for details. The duty free thirty (30) minute meal break is not included in the duty day.

Substitute Pay

Substitute teachers will be paid hourly, currently \$23.01 per hour.

If they work a three (3) hour assignment, they will be paid the half day pay rate, currently \$75.91. Substitutes are guaranteed at least a half day's pay any time they are requested to work.

If a substitute is asked to work on half day at a particular school but later it is determined that he/she is needed for the entire day at the same school, payment will be made at the daily rate for day to day assignments; however, if the substitute is needed for an additional one half day at a different school, the substitute will be paid at the one half day rate times two.

If they work a four (4) hour assignment, they will be paid four (4) times the hourly rate.

If they work a six (6) hour assignment, they will be paid six (6) times the hourly rate.