

FULL-TIME TEACHER LEAVE TIME CHART FOR USE WITH EMPLOYEE ACCESS

When submitting time off please be sure to enter the time that you will be leaving the district. If you plan to leave at lunch please make that note in the "Description".

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
FIELD TRIPS & COACHING	-7 Days	0.75 Days		-7.75 Days			
JURY DUTY	0 Days			0 Days			
*LEAVE TIME DAILY	70 Days			70 Days			
PROF DEV OUT-OF-DISTRICT	-7 Days	1 Days		-8 Days			
PROFESSIONAL DEV IN-HOUSE	0 Days			0 Days			

*Totals calculated up to Start Date (10/17/2022)

Time Off Request

* Time Off Code: LEAVE TIME DAILY - Days Hours per Day: 7h 30m

* Reason: MEDICAL/ DENTAL APPT.- SELF [Detail...](#)

Description: MEDICAL/ DENTAL APPT.- SELF. Will leave at lunch.

Maximum characters: 200, Remaining characters: 150

* Start Date: 10/17/2022 Monday

Days: 0.5000

* Start Time: 11:45 AM

**START IS CONSIDERED 7:45.
SCHOOL DAY ENDS AT 3:45 FOR EACH BUILDING**

LEAVE TIME IS TAKEN IN .25 INCREMENTS OF A DAY

LEAVE	Employee Access Amount
Leave time up to 2 hours	.25 day
Leave time over 2 to 4 hours	.50 day
Leave time over 4 to 6 hours	.75 day
Leave time over 6 to 8 hours	1 day

Please note: Work day includes unpaid 30 minute duty-free lunch