

Cambridge Public Schools - Short Term Leaves of Absence

(refer to specific union contracts for exact language)

9/1/05

<i>Bargaining Unit</i>	<i>Type of Leave</i>			
	Personal Days	Bereavement Days	Legal Days - (Personal legal days - not job related)	Jury Duty
CTA Units A&B Teachers & Administrators	3 days/year last two days deducted from sick leave Not permitted immediately before or after a holiday or vacation period	<u>5 consecutive work days for:</u> child, parent, parent-in-law, sister, brother, or other relative who resided in home of the employee <u>1 day for:</u> grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	Time necessary for appearance for any legal proceedings to which the is required to attend (documentation required)	as needed (documentation required)
CTA Unit C Clerks	3 days/year last day deducted from sick leave. Not permitted immediately before or after a holiday or vacation period	<u>5 consecutive work days for:</u> child, parent, parent-in-law, sister, brother, husband, wife, son-in-law, daughter-in-law <u>3 consecutive work days for:</u> any other relative who was permanent member of employee's household or other person with whom the employee made his/her home <u>1 day for:</u> grandparent, grandchild, nephew, niece, aunt, uncle, sister-in-law, brother-in-law, first cousin, spouse's grandparent, brother-in-law, sister-in-law	N.A.	as needed (documentation required)
CTA Unit E Paraprofessionals	3 days/year last day deducted from sick leave Not permitted immediately before or after a holiday or vacation period	<u>5 consecutive work days for:</u> child, parent, parent-in-law, sister, brother, or other relative who resided in home of the employee <u>1 day for:</u> grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
Family Liaisons	3 days/year last two days deducted from sick leave Not permitted immediately before or after a holiday or vacation period	<u>5 consecutive work days for:</u> child, spouse, parent, parent-in-law, sister, brother, or other relative who resided in home of the employee <u>1 day for:</u> grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
AFSCME Local 1611 Custodians	3 days/year last day deducted from sick leave	<u>5 consecutive work days for:</u> child, parent, parent-in-law, sister, brother, husband, wife, son-in-law, daughter-in-law <u>3 consecutive work days for:</u> any other relative who was permanent member of the employee's household or person with whom the employee made his/her home <u>1 day for:</u> grandparent, grandchild, nephew, niece, aunt, uncle, sister-in-law, brother-in-law, first cousin	N.A.	as needed (documentation required)

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CTA Unit D Substitutes	N.A.	N. A.	N.A.	N.A.
Safety Specialists	3 days/year last day deducted from sick leave Not permitted immediately before or after a holiday or vacation period	<u>5 consecutive work days for:</u> child, parent, parent-in-law, sister, brother, or other relative who resided in home of the employee <u>1 day for:</u> grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
Food Service Employees	3 days/year last day deducted from sick leave	<u>5 consecutive work days for:</u> child, parent, parent-in-law, sister, brother, husband, wife, son-in-law, daughter-in-law, grandchild, grandparent, or any permanent member of employee's household <u>1 day for:</u> first cousin, nephew, niece, aunt, uncle, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
Non-union	3 days/year last 2 days deducted from sick leave Not permitted immediately before or after a holiday or vacation period	<u>5 consecutive work days for:</u> child, spouse, parent, parent-in-law, sister, brother, or other relative who resided in home of the employee <u>1 day for:</u> grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
Non-Union Hourly Aides & Home Visitors	3 days/year all three days deducted from sick leave Not permitted immediately before or after a holiday or vacation period	<u>5 consecutive work days for:</u> child, spouse, parent, parent-in-law, sister, brother, or other relative who resided in home of the employee <u>1 day for:</u> grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law	N.A.	as needed (documentation required)
Non-Union Senior Administrators (with Contracts)	3 days/year not deducted from sick leave Not permitted immediately before or after a holiday or vacation period	<u>5 consecutive work days for:</u> immediate family member or relative who resided in home of employee <u>1 day for:</u> close relative	N.A.	as needed (documentation required)