

## Sick Leave tracking chart

The first 11 days are paid at 100%. After that, there are 120 days paid at 90%.

Any days left over of the 11 at the end of the year count towards top-up for next year.

If you use 5 days or fewer this year, you will qualify for one day to be paid back after June 2013.

Date	Full day / partial day?	Notes
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

**Note: after 11 sick days, sick leave is paid out at 90%**

12.		
13.		
14.		
15.		

**After 15 sick days, it's a good idea to let the District Office know you have been off so they may advise / support you.**

## Personal Days (Personal Leave/Family Leave) tracking chart

There are 5 personal days total.

The Principal and the Superintendent must approve personal leave.

Only the Principal must approve family leave.

Date	Full day / partial day?	Notes
1.		
2.		
3.		
4.		
5.		