



SMART FIND EXPRESS LEAVE CODES & DEFINITIONS

Website: <https://hastingsps.eschoolsolutions.com>

Telephone: 402-902-4926

Code#

1. TEACHER SICK LEAVE -FT - For all FULL-TIME teachers taking sick leave.
2. TEACHER SICK 5 - For .5 FTE teachers taking sick leave
3. TEACHER SICK 6 - For .6 FTE teachers taking sick leave.
4. TEACHER SICK 8 - For .78 or .8 FTE teachers taking sick leave.
5. TEACHER SICK 2 - For .2 FTE teachers taking sick leave.
6. TEACHER 9.5 Personal days - Day off for ANY reason with no dock (2 days per year).
7. TEACHER SUB DOCK - This is a personal day off for ANY reason but docked the sub pay of \$116.00 per day even if no sub is required. (2 days per year)
8. PROFESSIONAL LEAVE - If you are attending a conference or workshop.
9. ACTIVITY LEAVE - If you are taking students to an event (students have to be involved.
10. BEREAVEMENT-CERTIFICATED - For immediate family only (per list in Master Agreement.)
11. FULL DOCK - Teacher - To be used after you have used 9.5 and sub dock days. Principal & Superintendent must approve.
12. JURY DUTY - Certified - For Jury Duty
13. OTHER - Certain situations, on a case-by-case basis - Principal & Superintendent must approve.
14. FAMILY PARENTING LEAVE - CERTIFIED - 5 days following the birth or adoption of a child (not for sick leave for family members.)

Long term absences - will be entered by Melanie and Denise at Admin.

For questions, please consult your Master Agreement or contact your Principal, Superintendent or Human Resources.