

**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>			
	<b>Personal Days</b>	<b>Bereavement Days</b>	<b>Legal Days - (Personal legal days - not job related)</b>	<b>Jury Duty</b>
<b>CTA Units A&amp;B Teachers &amp; Administrators</b>	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)
<b>CTA Unit C Clerks</b>	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)
<b>CTA Unit E Paraprofessionals</b>	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)
<b>Family Liaisons</b>	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)
<b>AFSCME Local 1611 Custodians</b>	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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<b>CTA Unit D Substitutes</b>	N.A.	<i>T</i> N. A.	N.A.	N.A.
<b>Safety Specialists</b>	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)
<b>Food Service Employees</b>	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)
<b>Non-union</b>	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)
<b>Non-Union Hourly Aides &amp; Home Visitors</b>	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)
<b>Non-Union Senior Administrators (with Contracts)</b>	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)