

LEAVE POLICY

Purpose: To provide eligible employees with time off for illness and/or personal leave while still receiving full compensation from the District. The Board of Trustees trusts employees to take leave as their health and well-being requires.

Eligibility:

- Regular full-time employees shall be eligible to accrue leave.
- Regular part-time employees, including certified personnel scheduled to carry less than a full teaching load or its equivalent shall be eligible to accrue leave on a prorated basis.
- Temporary employees shall not be eligible to accrue leave. Temporary employees who are subsequently appointed as regular employees shall not receive retroactive credit for service from the date of employment for the purpose of calculating leave accrual rates.

Accrual:

- Leave will be granted beginning with the first assigned day in each fiscal year. The leave accrual schedule shall be calculated from the employee's primary assignment as follows:

Employees hired before July 1, 2019 who are assigned to work two hundred sixty (260) or more days will annually accrue:

- 25 days for the 1st-5th year of service
- 30 days for the 6th-10th year of service
- 35 days for the 11th or more year of service

Employees hired July 1, 2019 or after who are assigned to work two

hundred

sixty (260) or more days will annually accrue:

- 20 days for the 1st-5th year of service
- 25 days for the 6th- 13th year of service
- 30 days for the 14th year or more of service

Employees assigned to work more than two hundred (200) but less than two hundred sixty (260) days will annually accrue:

- 15 days (leave is on a prorated basis of a 40 hour week)

Employees assigned to work 200 days or less, will annually accrue:

- 12 days (leave is on a prorated basis of a 40 hour week)

- All regular part-time employees shall also accrue leave on a prorated basis of a 40 hour week.
- The maximum accumulation of leave shall not exceed nine hundred sixty (960) hours.
- Eligible employees shall accrue leave from the date of regular employment, excluding time in temporary positions.

- Employees otherwise eligible to accrue leave do not accrue leave while on leaves of absence.
- When an employee who is eligible to accrue leave transfers or is hired into a different position, the employee shall retain all of their accrued leave prior to the date of transfer unless there is a break in contract, at which point, leave buy back shall be utilized to address the employee's leave balance.
- Years of Service for Determining Accrual Rate
 - Anniversary date for computation of leave shall be the beginning date of employment for each employee, except when adjustments in the date must be made because of periods of non-accrual, i.e., leaves of absence, temporary breaks in employment, etc. The rate of accrual for employees will be effective the month following the anniversary date. Leave shall be accounted for and controlled for maximum accumulation purposes on a fiscal year basis.

Utilization:

- The amount of leave utilized in a single school year shall not exceed the amount an employee accrues in one school year without a physician's note or Superintendent's approval.
- Leave shall not be granted in excess of an employee's accumulated current leave with the exception of unforeseen circumstances or those reasons related to medical illness of the employee or family. In those instances, employees may submit a request to the Superintendent to use prior years' leave. When all leave is exhausted, the employee may request to use time from the Sick Bank (if they belong). If none of these types of leave are available to the employee, the time will be unpaid.
- Once an employee has used 2/3 of their allotted leave days in a given year a conversation with their supervisor needs to take place before submitting further requests for days off.
- Use of leave in an amount less than a full hour shall be charged to the nearest quarter hour.
- Overtime is paid on time worked, not time compensated. Time spent on leave will not be counted as hours worked for the purpose of computing overtime pay in any given workweek.
- Employees shall receive approval in advance from his or her supervisor; unless notice of absence is due to unforeseen circumstances or those reasons related to illness of the employee, which should be reported on the first day of absence.
- Due to the difficulty of finding substitutes, the loss of instruction time and the value of our Professional Development days, the District has identified days with high frequency absenteeism and has determined minimum staff shall be gone on those days, those days will be considered "Blackout Days."

- Blackout Days are days unable to be used for leave unless there are unforeseen circumstances or they have been pre-approved by an employee's supervisor or administrative panel. These days include the first ten (10) student contact days of the school year, the last ten (10) student contact days of the school year, specified, predetermined professional development days and one (1) day before and after the following holidays: Labor Day, Thanksgiving break, Christmas break, Easter break, spring break and Memorial Day.
- Written requests for Blackout Days must be submitted at least twenty(20) days prior to the requested day off. These requests will be presented to an administrative panel for approval with pay, approval without pay or denial.
- Blackout Days and any days of absenteeism connected to Blackout Days, with or without pay, count towards the annual allotted paid leave days.
- Building Administrators or Department Heads have District authority to determine the number of staff that can be gone on any given day.

Sick Leave Bank:

- Employees choosing to participate in the District's sick leave bank, shall do so by transferring one (1) day of leave into the appropriate bank.

Leave Buy Back:

- Employees who have at least 300 hours of accrued leave may convert 2.5 hours of accrued leave to one hour of paid leave not to exceed 24 additional paid leave hours per year.
- Prior paid leave balances will be reviewed as of July 1st each year. If an employee is still an active employee as of August 15th, they will receive a bonus for having a paid leave balance over 600 hours. Prior Board approval is annually required for compensation related to paid leave bonuses. Employees paid this additional compensation will not have any right to expect continuation of any paid leave bonus. Please see the administrative procedure on the Paid Leave Bonus Program.
- Pro-rated leave - if separation of service occurs before the assigned days have been completed, overuse of paid leave will be deducted from the employee's final payment.
- Upon separation of service, employees with five (5) to nine (9) years of consecutive service with the District shall have up to seventy-five (75) days of their leave balance paid at a rate of 30% of their current daily rate. Employees with ten (10) years or more of consecutive service with the District shall have up to seventy-five (75) days of their leave balance paid at a rate of 40% of their current daily rate.

Adopted: June 21, 2010

Revised: September 26, 2011; July 18, 2012, January 27, 2014;
October 26, 2015; 7/11/2016; 12/12/2016; 6/11/2018; 7/8/2019;
11/11/2019