

STAFF LEAVES AND ABSENCES

Employees who are members of a union may have benefits under their collective bargaining agreement that are different from those described below. Union Contracts take precedence over this policy. These guidelines serve as a minimum standard and alternatives may be part of individually negotiated contracts. The leave and absence benefits of any employee who is either hired or leaves employment mid-fiscal year will be pro-rated.

Staff Leave

All regular, benefits-eligible employees shall be entitled to accrue sick leave at the rate of one and one-half (1-1/2) days per month for the months of September through June of each contract year for an annual total of fifteen (15) days for part-year employees and eighteen (18) days for full-year employees. Sick leave may be accrued up to a maximum of 100 days.

The purpose of sick leave shall be to provide employees paid time off from work when the employee is ill or injured or the employee's spouse, children, domestic partner or other relative for whom the employee has primary caretaking responsibility is ill or injured. Although routine dental and medical appointments shall be scheduled, to the extent possible, outside of regular school hours, sick leave may be used to schedule emergency appointments.

The sick days available to be earned by an employee during a school year shall be credited at the beginning of each school year. However, those days used must be earned. In the event an employee leaves the employ of the District having used sick leave that was not earned at the date of termination, the employee agrees to reimburse the District for the monetary value of the unearned days. Further, the employee agrees that if not paid to the District before distribution of the employee's final pay, the overpayment of sick leave may be deducted from the final paycheck. Employees working in grant programs are not eligible for staff leave, unless it is written in their individual contracts. Benefits for grant employees are at the discretion of the grant manager, in accordance with the grant as approved by the superintendent, unless grandfathered by the previous grant contract.

The administrator shall have the option to require the employee to furnish a certificate from an attending physician for reasonable cause when the employee's use of sick leave does not conform to the purpose of sick leave.

Personal Leave

All regular, benefits-eligible employees may be granted up to five (5) days of personal leave with prior approval (except in emergency circumstances) by the employee's supervisor, for personal matters, to be deducted from the employee's sick leave.

Bereavement Leave

All regular, benefits-eligible employees shall be granted bereavement leave of up to five (5) days to attend funeral services and related affairs upon the death of a member of the employee's immediate family. Immediate family shall include: spouse, parents of the employee or the spouse, children, grandparents, grandchildren, siblings, domestic partner or other family member who is a resident of the employee's household. In addition, employee's shall be granted a paid bereavement day to attend the funeral of any friend or other relative.

Vacation Leave

Year-round benefits eligible employees, except administrators under separate contract, shall be eligible for vacation on the following schedule:

Employees will be eligible for two (2) weeks' paid annual leave after one (1) full year of service. Annual leave days will be prorated if less than one (1) year of employment. After five (5) years of continuous employment, employees will be eligible for three (3) weeks' paid annual leave. After ten (10) years of continuous employment, employees will be eligible for four (4) weeks' paid annual leave. Employees may carry over up to one week of vacation leave to be taken within the following twelve months. Employees will be compensated for their unused vacation leave upon termination of employment.

Employees with individual contracts that define number of workdays are not eligible to take vacation days, unless otherwise stated in their contract.

Employees working in grant programs are not eligible for vacation leave, unless it is written in their individual contracts. Benefits for grant employees are at the discretion of the grant manager, in accordance with the grant as approved by the superintendent, unless grandfathered by the previous grant contract.

Holidays

The following are paid holidays for year-round staff:

- New Year's Day
- Martin Luther King/Civil Rights Day
- President's Day
- Memorial Day
- July 4th
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day

If school is scheduled to be in session during a holiday, employees will be required to work and will receive a floating holiday.

Employees working in grant programs are not eligible for holiday pay, unless it is written in their individual contracts. Benefits for grant employees are at the discretion of the grant manager, in accordance with the grant as approved by the superintendent, unless grandfathered by the previous grant contract.

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