



Book	Policy Manual
Section	4000 Support Staff
Title	PERSONAL/SICK LEAVE
Code	*po4430.03 - Board change
Status	
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Adopted	May 4, 2023

4430.03 - **PERSONAL/SICK LEAVE**

The Corporation provides personal/sick leave to all eligible employees for periods of temporary absence due to personal illness/injury, illness in the immediate family, or to attend to pressing personal business. If the employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement verifying the illness or injury including the beginning and expected ending dates may be required. Prior to returning to work after absences of three (3) days or more due to illness or injury, the employee may be required to provide a physician's statement verifying the employee may safely return to work.

TEN (10) MONTH FULL-TIME SUPPORT STAFF

All ten (10) month support staff members who are appointed to work full-time shall earn one (1) day of paid personal/sick leave for each full month of employment during the ten (10) month contract year, with a maximum of ten (10) personal/sick leave days per contract year. Earned personal/sick leave shall be pro-rated in proportion to the number of hours employed per day.

A. Accrual

1. For employees with greater than one (1) year of service Five (5) days of earned personal/sick leave credit shall be available to the employee on the first day of the contract year (although not yet accrued), and the remaining five (5) days will be available on January 1st of that same contract year. However, each employee is entitled to earn no more than one (1) day of personal/sick leave times the number of months of employment during the contract year of employment.
2. An employee who is in an active pay status, including leave with pay, shall earn personal/sick leave for each month in which s/he receives pay for one (1) day more than half the month.

3. An employee who is on leave without pay during a month shall earn personal/sick leave for that month if s/he has worked one (1) day more than half the month.
4. If the employee terminates his/her employment and has not accrued the days of personal/sick leave advanced to him/her, the Corporation may withhold the average daily amount for the days of personal/sick leave used but unearned by the employee.
5. Personal/Sick leave which has been accrued and remains unused at the end of the contract year may carry over to the next contract year up to a maximum of sixteen (16) hours, or the equivalent of two (2) work days if less than an eight (8) hour a day employee, per contract year. All unused personal/sick leave in excess of the sixteen (16) hours, or two (2) work day equivalent, carried over will be paid out at the employee's rate of pay at the end of the contract year. However, no employee is permitted to carry over and accrue more than twenty-two (22) personal/sick leave days in total. Upon separation of employment, any carried over personal/sick leave time may be paid out to the employee if the employee has been employed by the Corporation for at least five (5) years in a full-time ten (10) month position.
6. The ability to carry forward personal/sick leave in no way creates an expectation of continued or re-employment with the Corporation. Although an employee has unused personal/sick leave at the end of a contract year, the Corporation may nevertheless choose not to renew/re-employ that employee for the following year. In such circumstances (unless the employee is entitled to a personal/sick leave payout based on over five (5) years of employment with the Corporation, the employee will simply lose the earned but unused personal/sick leave and will not be entitled to any additional compensation. The value of any unused personal/sick leave is calculated at the employee's then existing rate of pay.

B. Use

1. An employee taking personal/sick leave shall notify the appropriate supervisor and complete a Time Off Request in BambooHR before beginning the leave, if possible. In an emergency, the Time Off Request in BambooHR may be filed immediately following return to duty.
2. Personal/Sick leave may be in increments of as little as one-quarter (1/4) hour and may be taken for any reason.
3. For employees with less than one (1) year of service, leave may only be used as accrued.

TWELVE (12) MONTH FULL-TIME SUPPORT STAFF

All twelve (12) month support staff members who are appointed to work full-time shall earn four (4) hours of paid personal/sick leave for each full month of employment during the contract year, with a maximum of six (6) personal/sick leave days per contract year. Earned personal/sick leave shall be pro-rated in proportion to the number of hours employed per day.

A. Accrual

1. For employees with greater than one (1) year of service, Three (3) days of earned personal/sick leave credit shall be annually available to the employee on the first day of the contract year (although not yet accrued), and the remaining three (3) days will be available on January 1st of that same contract year. However, each employee is entitled to earn no more than four (4) hours of personal/sick leave times the number of months of employment during the contract year of employment.
2. An employee who is in an active pay status, including leave with pay, shall earn personal/sick leave for each month in which s/he receives pay for one (1) day more than half the month.
3. An employee who is on leave without pay during a month shall earn personal/sick leave for that month if s/he has worked one (1) day more than half the month.
4. If the employee terminates his/her employment and has not accrued the days of personal/sick leave advanced to him/her, the Corporation may withhold the average daily amount for the days of personal/sick leave used but unearned by the employee.
5. Personal/sick leave which has been accrued and remains unused at the end of the contract year shall be forfeited.

B. Use

1. An employee taking personal/sick leave shall notify the appropriate supervisor and complete a Time Off Request in BambooHR before beginning the leave, if possible. In an emergency, the Time Off Request in BambooHR may be filed immediately following return to duty.
2. Personal/Sick leave may shall be in increments of as little as one-quarter (1/4) hour and may be taken for any reason.
3. For employees with less than one (1) year of service, leave may only be used as accrued.

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4430.06 - **VACATION LEAVE**

Support staff members who are employed in twelve (12) month positions earn paid vacation leave.

A. Accrual

Vacation leave with pay is accrued by eligible support staff based on the number of years of employment in a twelve (12) month position with the Corporation.

Up to five (5) years - 3.33 hours per pay period/6.66 hours per month

More than five (5) years, but less than ten (10) years - 5 hours per pay period/10 hours per month.

More than ten (10) years - 6.66 hours per pay period/13.33 hours per month.

- B. Support staff members who fill established twelve (12) month positions on a part-time basis shall earn vacation leave in direct proportion to the time actually worked.
- C. All new employees must complete thirty (30) calendar days of service before becoming eligible to use vacation time, although accrual begins on the first day of employment. The vacation "benefit period" is August 1st through July 31st of each school year. For employees with greater than one (1) year of service ~~One-half~~ one-half (1/2) of an employee's annual vacation days, although not yet accrued, will be advanced to the employee on August 1st or the first day of employment, whichever is later, and the employee's remaining one-half (1/2) of annual vacation days, though not yet accrued, will be advanced on January 1st of that same school year. Employees cannot take more than one-half (1/2) of their total vacation days unless such excess time has been accrued. The monetary equivalent of any vacation time that an employee uses, but never earns/accrues during that year must be paid back to the Corporation and shall be deducted from the employee's last paycheck at the end of the contract year or upon the employee's resignation/termination, whichever occurs first.

A support staff member who is in an active pay status shall earn vacation leave for each month in which s/he received pay for more than half the month.

A support staff member who is on leave without pay during a pay period shall earn vacation leave for that month if s/he has worked more than half the month.

Unused vacation leave may be accrued; however, not more than forty (40) hours/five (5) days may be carried forward from July 31st each year up to a maximum cap of two hundred forty (240) hours. If the employee has been employed by the Corporation at least five (5) years in a twelve (12) month full-time position, the employee may be paid for their unused vacation leave over the maximum allowed rollover hours for the particular benefit period. The ability to carry forward vacation leave in no way creates an expectation of re-employment with the Corporation. Although an employee has unused vacation leave at the end of a benefit period, the Corporation may nevertheless choose not to renew/re-employ that employee for the following year. In such circumstances, unless the employee is entitled to vacation leave payout based on over five (5) years of employment in a twelve (12) month full-time position with the Corporation, the employee will lose the earned but unused vacation leave and will not be entitled to any additional compensation.

D. Use

Vacation leave can be taken only with the prior approval of the supervising administrator and completion of a Time Off Request in BambooHR. Vacation leave may be used in minimum increments of one (1) hour. Failure to submit a Time Off Request in BambooHR in advance (except in the case of an emergency) may result in non-approval of vacation leave. Vacation leave is paid at the employee's base rate at the time of the commencement of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Vacation leave shall be scheduled in the workplace to permit minimum disruption of the operation of the school system, preferably when school is not in session and float time has been exhausted. If the Corporation's CEO or CFO requires that an employee cannot take his/her planned vacation due to operational needs and denies a written vacation request, the employee may roll over the vacation leave to the next benefit period even if the addition of this time to the employee's accrued vacation time creates an excess over forty (40) hours, with written authorization from his/her supervisor. This "operational needs rollover" must be approved by the CEO or CFO. If the original vacation request was not denied in writing, the employee may lose the opportunity to roll the hours over.

Vacation leave may be used for purposes other than vacation. It is at the employee's discretion to use vacation leave in lieu of sick leave, to work elsewhere, or for other purposes.

For employees with less than one (1) year of service, vacation leave may only be used as accrued.

A. Terminal Pay

When a support staff member is released or resigns, he/she is eligible to receive pay for accrued, unused vacation leave if they have complete at least five (5) years of full-time employment in a twelve (12) month position with the Corporation. Otherwise, the vacation leave is forfeited.

Any twelve (12) month full-time employee who is employed by the Corporation for a minimum of one (1) full contract year, who leaves the employ of the Corporation for a period of less than twenty-four (24) months and is then re-employed with the Corporation, shall be entitled to the same vacation leave benefits held by the employee prior to the break in service.

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