

Leave [days allotted to District employees will equal the number of months worked plus two (2). For example, employees working nine (9) months per year shall be entitled to eleven (11) days of leave per year without loss of pay, and employees working 10 months per year shall be entitled to twelve (12) days leave. All leaves are cumulative to one hundred twenty (120) days. Twelve (12) month employees will receive fourteen (14) days leave per year. Leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family.

For leave purposes, the term "immediate family" shall be defined as spouse, children and parents. Exceptions may be made by the superintendent.

Upon termination of employment for reasons other than retirement, An employee who has had continuous employment in the District for a minimum of three years may be reimbursed for accumulated leave when leaving the District.

Reimbursement will be at a rate of 50% of the current daily substitute's pay rate for those days accumulated up to a maximum of 24 days. The employee must notify the District Business Manager in Writing by June 10th of his/ her intention to be reimbursed for "Leave Buy-Back". Payment for this "Buy Back" will be made at the time of the June payroll. In the event of death, such payment shall be made to the employee's estate.

Evidence of illness may be required for approval of sick leave pay.

Leave shall not apply during vacation leave, paid holidays or leaves of absence.

Leave shall be paid in half-full day increments only.

Annual leave shall be credited to the employee on July 1. An employee unable, because of illness or disability, to report for work at the beginning of the year shall not be credited with leave for that year until he/she has returned to service. Upon his/her return, however, he/she shall be credited with an adjusted leave allowance which shall be used to diminish any deduction sustained for the absence.

Leave requested immediately before or after a holiday shall only be approved in unusual circumstances where feasible alternatives are not available. The employee shall present a rationale as to the urgency and necessity of the leave request. The employee's immediate supervisor and the Superintendent of Schools or his/her designee shall consider and may approve the request. The Superintendent of Schools shall have the final authority to approve/deny such leave.

1st reading 7-16-2013

Adopted: 7-22-2013