

Personnel

SUBJECT: PAID LEAVE FOR NON-CONTRACTUAL EMPLOYEES

Benefits for a full-time employee begin to accrue on the first day of employment and will be prorated based on starting date.

Benefits for a part-time employee working 18.5 hours or more per week will be prorated based on hours worked and starting date.

PAID VACATION LEAVE EFFECTIVE JULY 1, 1998 WILL BE AS FOLLOWS:

Year ONE* of employment in the District:

10 Vacation Days

8 Optional Holidays**

1 *Personal Day*

2 Sick Days accrued each month worked to a maximum of 19

Year TWO of employment in the District:

10 Vacation Days

9 Optional Holidays**

1 *Personal Day*

19 Sick Days

Year THREE of employment in the District:

10 Vacation Days

10 Optional Holidays**

1 *Personal Day*

19 Sick Days

Year FOUR of employment in the District:

15 Vacation Days

10 Optional Holidays**

2 *Personal Days*

19 Sick Days

*One year shall mean the first full school calendar year worked by an employee.

**Optional Holidays may only be taken on days when school is officially not in session. Optional Holidays may not be carried forward unless permission has been denied for their use due to extenuating circumstances. Additional Optional Holidays may be granted at the discretion of the Superintendent.

***Non Contractual employees have the option to cash in three vacation days (unless otherwise noted in a Board's resolution) in June of each year.

(Continued)

SUBJECT: PAID LEAVE FOR NON-CONTRACTUAL EMPLOYEES (Cont'd.)

Year FIVE of employment in the District:

15 Vacation Days
11 Optional Holidays**
2 Personal Days
19 Sick Days

Year SIX of employment in the District:

20 Vacation Days
11 Optional Holidays**
2 Personal Days
19 Sick Days

Full time employees are entitled to the following paid HOLIDAYS:

NEW YEAR'S DAY
MARTIN LUTHER KING DAY
PRESIDENTS' DAY (If school is closed)
MEMORIAL DAY
JUNETEENTH
INDEPENDENCE DAY
LABOR DAY
COLUMBUS DAY
VETERAN'S DAY
THANKSGIVING DAY AND THE DAY FOLLOWING
DECEMBER 24*, 25, 26*, 31*

All vacation and *other* holiday leave *requests are subject to the approval* of the immediate supervisor and the Superintendent. Vacation may be carried forward to the next year if unusual circumstances exist and with approval of the supervisor and Superintendent. This carry-over must be used during the year into which it is carried or it is lost.

Personal leave is subject to the approval of the immediate supervisor and the Superintendent. Personal leave may not be taken the day before or the day after a holiday or vacation except with statement of the reason for the leave and approval of the Superintendent. Personal Days are non-cumulative and any unused days will be converted to sick days.

Bereavement leave may be granted at the discretion of the Superintendent in the event of death of a member of the employee's immediate family, including in-laws, and a person living in the employee's house in the relationship of a spouse.

****When December 24, 26 and 31 fall on weekends and/or a holiday, three days leave during the last week in December may be substituted.***

Adopted: 3/26/19
Amended: 4/19/22