

**SUPPORT STAFF LEAVES AND ABSENCES/VACATIONS AND HOLIDAYS**

This policy applies to regular employees and does not apply to temporary or substitute staff. All leave and vacation time except sick leave requires prior approval of the Building Principal (if applicable) and Superintendent.

**PERSONAL LEAVE**

Each regular employee shall be granted three (3) personal days each year as of the first day of the school year. The employee shall notify the Principal at least three (3) days prior to taking such leave. In an emergency, the employee should notify the Principal as soon as possible. The employee is not required to state a reason for taking personal leave.

Personal days are intended to be used for important personal business that cannot be taken care of outside the school day. Personal days should not be used on the day before or after a holiday or school vacation or on staff development days. If a personal day is used in this situation, it will be unpaid. The consecutive use of personal days must have the prior approval of the Principal.

**BEREAVEMENT LEAVE**

A regular employee is entitled to up to five days at any one time in the event of death in the immediate family. Such leave must be approved by the Principal or Superintendent. For the purposes of this section, immediate family includes a employee's parents, grandparents, sons, daughters, aunts, uncles, brothers, sisters, respective in-laws, grandchildren and spouse.

**SICK LEAVE**

**1. Personal Sick Leave**

- a. A regular employee is entitled to twelve (12) sick leave days each school year for his/her own personal illness or injury necessitating absence from work, and doctor and dentist appointments that cannot be scheduled outside the school day. Sick leave days are credited on the first official day of the school year.
- b. Pregnancy and childbirth will be treated like any other temporary disability for the purposes of sick leave use.
- c. A regular employee may accumulate up to 50 days of sick leave. A employee who has reached the 50-day limit will receive the twelve (12) days at the beginning of each school year, but unused days cannot be added to his/her accumulated sick leave until the number falls below 50.

- d. The Superintendent has the discretion to request medical documentation of the need for sick leave days whenever a employee is absent for three or more consecutive days, or if there is a pattern of sick leave use.
- e. A regular employee who uses five or fewer sick leave days in a school year (for personal and/or family use) will receive a payment equal to his/her per diem for one day.

2. Family Sick Leave

- a. A regular employee may use up to twelve (12) of his/her personal sick leave days a year for the purpose of caring for a member of his/her immediate family when the employee's presence is necessary. For the purposes of this section, immediate family includes a employee's parents, grandparents, sons, daughters, aunts, uncles, brothers, sisters, respective in-laws, grandchildren and spouse.
- b. The Superintendent has the discretion to request medical documentation of the need for a employee to use sick leave for family purposes.

VACATION

Employees will receive paid vacation on a prorated basis according to days scheduled to work as follows:

<u>DAYS SCHEDULED TO WORK</u>	<u>VACATION DAYS</u>
87 – 111	4
112 – 136	5
137 – 161	6
162 – 186	7
187 – 208	8
209 – 233	9
234 and up	10

Vacation pay will be based on the employee's normal workday and hourly wage not to exceed 8 hours pay per day. Vacation will normally be taken on non-school days and within the year in which it is earned.

HOLIDAYS

Employees will receive pay for all holidays, which occur in a scheduled workweek. Only employees who are employed for 52 weeks per year will receive pay for those holidays that fall during scheduled student vacations. Observed holidays are as follows:

1. July 4
2. Labor Day
3. Columbus Day
4. Veteran's Day
5. Thanksgiving Day
6. Friday following Thanksgiving Day
7. Christmas Day
8. New Year's Day
9. Martin Luther King Jr. Day
10. Washington's Birthday (President's Day)
11. Patriot's Day
12. Memorial Day

Any holiday falling on a Saturday will be observed on the preceding Friday and any holiday falling on a Sunday will be observed on the following Monday.

DATE ADOPTED: July 1, 2003

DATE REVISED: November 18, 2004; September 22, 2005; July 19, 2007