

Support Staff Leave

The same policies that apply to leaves that have been established for certificated staff shall also apply to members of the full-time classified staff except for those items specifically designed for certificated personnel that are determined through the negotiations process.

Regular part-time classified employees shall be credited leave days at the beginning of each school year based on the number of months worked each year as set forth in salary schedules, as follows:

9 month positions	10 days
10 month positions	11 days
11 or 12 month positions	12 days

(Example: A part-time employee who works 9 months for 2 hours per day would receive 10 2-hour leave days.)

Part-time employees may accumulate up to forty (40) days of leave. Part-time employees will be paid in June for unused leave days in excess of 40 accumulated days at the proportionate **rate of pay for substitutes in those positions.**

Adopted: 1/22/86

Revised: 11/11/93, 6/16/97, 04/08/04, 11/10/05, 06/29/09, 04/12/12