

## Staff Leave

All employees shall be credited leave days at the beginning of each school year based on the number of months worked each year under their regular contract for certified employees or as set forth in salary schedules for classified employees, as follows:

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

The leave may be used for any purpose, subject to availability of substitutes.

Each employee shall be granted three days bereavement leave, with full salary and without accumulation, for the death of the employee's spouse/significant other, partner in civil union, child, parent, guardian, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandparents-in-law. This would be interpreted to include members of the employee's immediate stepfamily.

One day of bereavement leave will be granted for the death of an aunt or uncle. Personal leave may be used for all other family relationships not listed in this policy. Building administrators shall have the option of extending the bereavement leave up to five days based upon individual circumstances. Building administrator decisions may be appealed to the superintendent. The decision of the superintendent will be final. Employees utilizing bereavement leave shall give notification to the appropriate building administrator prior to the employee's absence.

Personnel employed after the beginning of the school year shall be given leave credit for a number of days based on a percentage of the remaining days in the school year at the time of employment, up to a maximum of 10, 11 or 12 leave days as appropriate.

Employees may accumulate up to forty (40) days of leave. Employees will be paid in June for unused leave days in excess of 40 accumulated days at the current rate of pay for substitutes in those positions. For the 2014-2015 school year certified employees will be paid for unused leave days at the rate of \$80 per day.

A bonus of \$350.00 will be paid in June to any full-time employee who has all of their annual leave days (10, 11, or 12 days as designated above) remaining at the end of that school year.

Employees retiring or resigning will be paid for any unused leave days at the current rate of pay for substitutes in those positions. For the 2014-2015 school year certified employees will be paid for unused leave days at the rate of \$80 per day. Unused vacation days will be paid at the employee's current per diem. Employees will not be allowed to use their leave and/or vacation days to continue their employment past their last day of work. Exceptions to the use of leave after the last day of employment is subject to Board approval only.

Adopted: 1/22/77

Revised: 1/8/80, 3/12/81, 5/28/81, 1/84, 5/10/84, 12/12/91, 5/12/94, 6/16/97,  
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