

**G-2600 GCCB
PROFESSIONAL / SUPPORT STAFF
PERSONAL / EMERGENCY /
RELIGIOUS LEAVE**

Leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member.

Eligible full-time and part-time employees accrue paid leave days at the following rate.

<u>Length of Employment</u>	<u>Contract Leave Days</u>
169 – 190 days	10 days
191 – 220 days	11 days
221+ days	12 days

This policy takes the place of the more conventional "sick leave" which allows time off only if you are sick. The District believes this policy will give employees more flexibility in their personal lives and will allow for better planning between employees and supervisors.

Every eligible employee is credited with leave days to be used for any combination of illness, doctors' appointments, family business, childcare, or any other personal needs. Whenever an eligible employee is away from work for any reason, the time missed will be charged to the employee's accrued leave time. Financial compensation will not be paid in lieu of unused leave days.

District personnel are urged to use professionalism, maturity and judgment in taking these days for reasons other than illness. It is suggested that leave days be taken at times when the employee's workload allows it, so that the employee's absence will not be a burden on co-workers or cause problems for District students or parents. Please schedule these days off in advance with your supervisor whenever possible. Responsible use of employee time will be a factor in every employee's summative evaluation.

Part-time employees will receive a prorated amount of leave days. For example, if an employee works half (1/2) time, they will receive half (1/2) the number of appropriate leave days. If they work a sixty percent (60%) contract, they will receive sixty percent (60%) of the number of appropriate leave days.

Accumulated Leave

All unused leave will be accumulated as sick leave and carried over from year to year. All employees will be required to use the current contract year's leave first before using accumulated sick leave. The accumulated leave may be used as sick leave only.

Incentive for Outstanding Attendance

The Board would like to reward annual outstanding attendance with the Aztec School District. Employees who have accumulated leave in the following increments will be eligible for additional leave time each year. This additional leave time will be added at the beginning of the contract year. These leave days can be used as leave during the contract year and will accumulate as sick leave at the conclusion of the contract year.

<u>Accumulated Leave</u>	<u>Additional Leave Days</u>
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20 – 40 days	1 day
41 – 60 days	2 days
61 – 90 days	3 days
91+ days	4 days

Longevity Incentive

All employees who have ten (10) years of service with the District and seventy-five (75) or more accumulated sick/leave days when they resign in good standing as determined by the Superintendent or retire from the District will receive ~~twenty five dollars (\$25.00)~~ forty dollars (\$40.00) for every unused sick/leave day, up to a maximum of one hundred fifty (150) days, and ~~ten dollars (\$10.00)~~ fifteen dollars (\$15.00) for every unused sick/leave day, over one hundred fifty (150) days, up to a maximum of two hundred (200) days.

The Longevity Incentive will be paid at the end of the fiscal year. (June)

Any employee who can be shown to have willfully violated or misused the District's leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

Adopted: April 14, 2016 (Will be updated if accepted.)