

**G-2600      GCCB**  
**PROFESSIONAL / SUPPORT STAFF**  
**PERSONAL / EMERGENCY RESPONDER /**  
**RELIGIOUS LEAVE/ VICTIMS OF DOMESTIC ABUSE**

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>
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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 or more 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 forty (\$40.00) for every unused sick/leave day, up to a maximum of one hundred fifty (150) days, and 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.

### **Victims Domestic Abuse Leave**

An employee will be allowed intermittent paid or unpaid leave time of up to fourteen

days in any calendar year for up to eight hours in one day for the purpose of:

- Obtaining or attempting to obtain an order of protection or judicial relief from domestic abuse;
- Meet with law enforcement officials, consult with attorneys or district Attorneys'; victim advocates or attend court proceedings related to domestic abuse of the employee or the employees minor child.

The leave will be allowed in increments of one half (1/2) day of the normal work day

for the employee.

The Superintendent must authorize any leave granted. Leave may be granted up to fourteen (14) days. Such leave shall include any and all leave, compensatory time, or other paid leave available to the employee before authorizing unpaid leave. When the leave is taken an emergency

notice must be given to the Superintendent's office within twenty-four (24) hours of the absence. Verification will be required in the form of:

- A court order or other official evidence of the incident of domestic abuse;
- A written statement of appearance or schedule to appear as a victim or on behalf of a minor child victim in a domestic abuse incident made by an attorney, advocate or law enforcement official knowledgeable of the appearance.

The District shall maintain confidentiality of any disclosed material and shall not retaliate against the employee for using such leave.

### **Emergency Responder Leave**

An employee serving as a volunteer emergency responder in a declared emergency of up to ten (10) regular business days by the State Governor or President of the United States may not be terminated, demoted or discriminated against in the terms and conditions of employment. The employer may charge regular pay against the employee for the time the employee is absent from employment due to service as an emergency responder.

*Adopted:* <insert new date if approved>

LEGAL REF.: [12-10C-1](#) *et seq.*, Voluntary Emergency Responder  
Leave Act  
[50-4-2](#) *et seq.*, Domestic Abuse Act