

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

more consecutive workdays due to illness in the immediate family shall present medical certification of the family member's illness.

SANCTIONS FOR
ABUSE

All employee leave is provided for the specific purpose stipulated in this policy. It is not intended to be used as a vacation or for mere convenience. Except for discretionary state personal leave, documentation may be required for any absence at the discretion of the Superintendent or designee. Abuse of the employee leave program is a violation of District policy and may result in disciplinary action up to and including loss of pay, suspension, demotion, or termination of employment, in accordance with appropriate District policies.

ACCRUED LEAVE
BENEFITS

~~Accrued leave benefits have been suspended and shall be reevaluated by the Board on an annual basis~~ Accrued leave benefits shall be calculated using state and local leave accumulated as an employee of the District. Upon retirement with a minimum of five years or resignation after completing 20 years of employment with the District, an employee is eligible for accrued leave benefits under the following conditions:

1. Hourly position employees not working a scheduled 40-hour week are not eligible to be paid for accrued leave.
2. Any employee not mentioned above who retires after completing five consecutive years or resigns after completing 20 years of service with the District shall be paid for accrued leave. Accrued leave shall be computed at one-half the daily rate at the time of retirement or resignation times the number of accrued leave days, which shall not exceed one-half the number of working days in an annual contract. In order to receive payment for unused sick leave, retirement must occur at the end of the employee's contract period, or when retirement is necessitated by a medical disability as approved by the Teacher Retirement System. Exceptions to this provision shall be reviewed by the Board upon recommendation of the Superintendent.
3. No benefits shall be calculated on a salary schedule exceeding that of a regular teacher's salary schedule.

Upon death of an employee, these benefits are payable to his or her heirs.

Individuals who are retiring and have worked less than 85 days of the contract year shall have benefits calculated under this provision based on the previous year's salary schedule.

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SICK LEAVE FUND PURPOSE	The District maintains a sick leave fund to assist employees who have exhausted all accumulated leave days when burdened with a catastrophic illness or catastrophic injury. Employees may be granted use of contributed sick leave fund days as set forth in this policy.
DEFINITION OF SICK LEAVE DAYS	Sick leave days from the fund are those days granted to an employee who, as a result of a catastrophic illness or catastrophic injury, is unable to perform the duties of his or her position. For purposes of this policy, catastrophic illness or catastrophic injury means any illness or injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
FAMILY MEMBERS	Sick leave days for immediate family members may be granted for a catastrophic illness or catastrophic injury of a family member (spouse, children, mother, father).
APPLICANT'S CRITERIA	<p>A full-time employee who has worked for the District for a minimum of 12 consecutive months and has applied for family and medical leave shall be eligible. This includes regular hourly wage employees, excluding substitutes.</p> <p>Employees who submit an application to the sick leave fund must be in danger of exhausting all accumulated leave days, including local sick leave days, state leave days, vacation days, and compensatory days.</p> <p>The applicant must submit an official District application requesting additional sick leave days up to a maximum of 30 days.</p> <p>Under very extenuating circumstances, an employee may request up to an additional 30 days.</p> <p>An employee shall not receive more than 30 days (an extra 30 days in extenuating situations) of contributed sick leave in a 12-month period.</p>
DONOR'S CRITERIA	<p>Prospective donors must have worked for the District a minimum of 12 months.</p> <p>Donors may contribute only earned local sick leave. While the District allows an employee to use days in advance for the current year for his or her own family illness, an employee shall not contribute such a day to others.</p> <p>An employee may donate only one day at a time <u>per applicant</u>. Only two donations may be made by an employee in a 12-month period <u>fiscal year</u>.</p>