

Recommendation for individuals with leave accumulation as of June 30, 2011 that exceeds policy limitations.

Given that prior practice permitted staff to exceed the accumulation limits set by long standing policy I make the following recommendations:

1. Grandfather individuals that exceeded the number of days of leave as established by policy.
2. For those with Vacation in excess of 60 days, they would be required to use or lose the vacation days provided for July 1, 2011 to June 30, 2012.
3. For those that would be in excess of the 60 days by June 30, 2012, the district would require, depending upon number of days, for them to take up to 30 days of vacation. If after using 30 days if the individual will exceed 60 days on June 30, 2012, the district will buy back up to 15 days during the course of SY 11-12. If the staff member still exceeds the 60 day limit on June 30, 2012, the process would repeat for SY 12-13 and until the Vacation leave balance was at 60.
4. All staff that potentially could newly accumulate more than 60 days by June 30 2012, they will be informed that Vacation is a use it or lose it policy.
5. We have policy that permits staff to sell back to the district at 45 dollars per day the leave accumulated that exceeds 45 days. I recommend that we require an annual buy-back of the sick leave in excess of 120 days as of June 30, 2012. This will lower long term exposure for buy outs of large accumulations of sick leave. This is in current policy for annual sick leave buy-back on an annual basis if funds are available.
6. The requirement of selling back sick leave is not in policy, but the wording is "Limited Accumulation". This will permit us to reinforce staff for multiple years of service and good health. Given staff absenteeism is a problem, I suggest we do an annual buy back as per policy.

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