

## Pilot Program

1. The program is only available to certificated teachers who are classroom teachers and require a substitute when they are absent from work in order to keep the leave buy-back program budget neutral.
2. Certificated teachers must meet the following prerequisites to participate in the teacher leave buy-back program:
  - a. Teacher must fulfill their teacher contract and work until the final day of school that year, and
  - b. Teacher must satisfy one of the following criteria:
    - i. Teacher will have accumulated more than twelve<sup>1</sup> (12) days of unused leave by the end of the school year and is seeking reimbursement for unused leave *in excess* of those twelve (12) days, or
    - ii. Teacher has given notice that teacher will separate from the District at the end of the school year (*i.e.*, resignation, retirement, or teacher is on a short-term teacher contract and is not being renewed), and will not work for the District during the next fiscal year.
3. Qualified teachers may not cash out any paid leave that drops their leave balance below twelve (12) days.
4. Qualified teachers may be reimbursed annually for all but three (3) days of unused paid leave earned during the current academic year. Three (3) leave days must be rolled into their leave balance. The reimbursement rate shall be equal to the lowest approved daily rate of pay for a District certificated substitute teacher.
5. The reimbursement rate is based on an eight (8) hour day and may be reimbursed at a prorated hourly rate where unused leave does not equate to a full day.
6. Each year that a teacher chooses to participate in the leave buy-back program, they must submit a reimbursement request form to the Payroll Department before the last contract day by attaching the form to an email from the employee's District email to the Chief Financial Officer or delivering the form to the Payroll Department in person or through intraoffice mail. Reimbursement will not occur automatically, and a new form is required each year that the teacher participates in the leave buy-back program. If reimbursement is not requested, unused personal leave will automatically convert to sick leave in accordance with Regulation GCCB-R and carry-forward to the next fiscal year.
7. Teachers who apply to participate in the leave buy-back program waive all rights to receive sick leave donations through the District's sick leave donation program.
8. The leave buy-back program does not apply to unused bereavement leave, leave acquired by donation, leave carried forward from a prior fiscal year, or to leave accumulated for supplementary assignments, summer work, or otherwise accumulated outside of the

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<sup>1</sup> A full-time teacher qualifies to accumulate paid leave hours that are the equivalent of seven (7) sick leave days and five (5) personal leave days each year. See Policy GCCA, Policy GCCAA, and Regulation GCCB-R. This means that a teacher will need to have completed one year of continuous employment for compliance with option (b)(i).

employee's teacher work contract.

9. Days for which such payment is received shall be deducted from the accumulated sick leave balance.
10. Payment as provided herein will be issued by the end of the fiscal year.