

RECOMMENDED

Leave Language Changes

Certified Instructional Staff-TEACHERS

SECTION 2. LEAVE

School Year Employees (Certified Instructional Staff):

Each employee shall be credited with ten (10) leave days per employment year.

School Year Part-Time Employees (Certified Instructional Staff):

Each employee shall be credited with one (1) day of leave on a prorated basis (equal to percent of FTE). These will be authorized at the beginning of the employment year.

Leave Accumulation

Leave for employees will accumulate for full-time and part-time employees to a maximum of 90 days. ~~If~~ ~~When~~ ~~an~~ ~~Certified Instructional Staff~~ employee separates from the district, ~~for reasons other than by retirement, leave days are not a payout benefit,~~ ~~termination or mid-contract resignations,~~ the Certified Instructional Staff employee will be entitled to a cash pay-out of leave time accumulated at a rate of \$40 per day to a maximum of ninety (90) days for a maximum total of \$3,600.

The following guidelines are precedent:

- 1) "Current leave" are the newly assigned leave days awarded at the beginning of each school year.
- 2) Only "Current leave" days are available to use for personal days, appointments, funerals, etc.
- 3) At the end of each school year any unused "current leave" will become accumulated leave and may only be used for the employee's personal illness or under rules pursuant to FMLA rules and regulations.
- 4) If the maximum of 90 days is reached, any unused current leave will be paid-out at the end of the school year.
- 5) At the discretion of the administrator, accumulated leave may be approved for use in case of an emergency that does not meet FMLA or personal illness criteria.

SECTION 3. VOLUNTARY EARLY RETIREMENT

Early retirement benefits shall be available to teachers who qualify for a monthly WRS benefit according to WRS rules and who resign from their regular full-time teaching duties.

Eligibility: Teachers must have taught 15 years in the Wonewoc-Center School District. The teacher must be a minimum 55 years old.

Notice: Teachers who plan to take early retirement shall notify the District of their intent to do so at least ninety (90) days prior to their expected date of retirement.

Limitations: Teachers shall only be permitted to retire under this policy if they qualify and apply

for a monthly benefit prior to the commencement of the next regular school year.

The Board shall contribute \$6666.67 per year for six (6) years for a total of \$40,000 to the District established Health Retirement Account (HRA). The annual contribution will be deposited in or about July following retirement. Once the benefit money has been deposited into the personal HRA, the money is the employee's. The money in the HRA will go to heirs, upon death, and any remaining payments to the account are null and void.

The HRA is administered by Mid-America. The money can be used for insurance premiums and all qualifying health related costs. (Examples: contacts, glasses, dental expenses, etc.)

~~Accumulated leave time will be paid out to teachers who have taught in the Wonewoc Union Center School District for ten (10) years at a rate of \$40 per day to a maximum of ninety (90) days for a maximum total of \$3,600 to the District established HRA account.~~

Additional plan information is located in the Human Resources-Business Manager's office. The board retains the right to change or eliminate these benefits at any time.

SUPPORT STAFF

SECTION 4. LEAVE

Full Year Support Staff Employees:

Each employee shall be credited with twelve (12) leave days per employment year.

School Year Support Staff Employees:

Each employee shall be credited with ten (10) leave days per employment year.

School Year Part-Time Support Staff Employees: Each employee shall be credited with one (1) day of leave on a prorated basis (equal to percent of FTE). These will be authorized at the beginning of the employment year.

Leave Accumulation

Leave for employees will accumulate for full-time and part-time employees to a maximum of 90 days. ~~If When an Support Staff employee separates from the district, for reasons other than by retirement, leave days are not a payout benefit.~~ termination or mid-school-year resignations, the Support Staff employee will be entitled to a cash pay-out of accumulated leave time at a rate of \$40 per day to a maximum of ninety (90) days for a maximum total of \$3,600.

The following guidelines are precedent:

- 1) "Current leave" are the newly assigned leave days awarded at the beginning of each school year.

- 2) Only “Current leave” days are available to use for personal days, appointments, funerals, etc.
- 3) At the end of each school year any unused “current leave” will become accumulated leave and may only be used for the employee’s personal illness or under rules pursuant to FMLA rules and regulations.
- 4) If the maximum of 90 days is reached, any unused current leave will be paid-out at the end of the school year.
- 5) At the discretion of the administrator, accumulated leave may be approved for use in case of an emergency that does not meet FMLA or personal illness criteria.

SECTION 7. VOLUNTARY EARLY RETIREMENT

Early retirement benefits shall be available to support staff who qualifies for a monthly WRS benefit according to WRS rules and who resigns from their regular full-time duties.

Eligibility: Support staff must have worked 15 years in the Wonewoc-Union Center School District. The employee must be a minimum 55 years old.

Notice: Any support staff who plan to take early retirement shall notify the District of their intent to do so at least ninety (90) days prior to their expected date of retirement.

Limitations: Support staff shall only be permitted to retire under this policy if they qualify and apply for a monthly benefit prior to the commencement of the next regular school year.

The Board shall contribute \$5,000 per year for three (3) years for a total of \$15,000 to the District established Health Retirement Account (HRA). The annual contribution will be deposited in or about July following retirement. Once the benefit money has been deposited into the personal HRA, the money is the employee’s. The money in the HRA will go to heirs, upon death, and any remaining payments to the account are null and void.

The HRA is administered by Mid-America. The money can be used for insurance premiums and all qualifying health related costs. (Examples: contacts, glasses, dental expenses, etc.)

~~Accumulated leave time will be paid out to support staff who have worked in the Wonewoc-Union Center School District for ten (10) years at a rate of \$40 per day to a maximum of ninety (90) days for a maximum total of \$3,600 to the District established HRA account.~~

Additional plan information is located in the Human Resources-Business Manager’s office. The board retains the right to change or eliminate these benefits at any time.