

ARTICLE XVI - PAID LEAVES

A. Categories of Paid Leaves

G. Vacation

1. Work Year

12-month employees will work a 240-day work year including 234 work days and 6 paid holidays. All 12-month employees will work the work days specified in the approved district calendar. The School Board will jointly form a committee with the SC/TA to recommend which 12 days will be deducted from the school calendar to reach the 240-work day requirement. That committee will be reflective of the number of employees in each affected division.

2. Vacation Days

As of July 1, 2015, all 12-month employees will earn vacation days each year as indicated below:

First 60 months of employment – 6 days

61-120 months of employment – 9 days

121+ months of employment – 12 days

a. Accrual

~~Vacation days can be accrued up to 60 for terminal pay purposes. No more than 60 days of vacation accrual can be rolled forward to the succeeding school year. Vacation days accrued beyond 60 days will be forfeited on June 30th of any given school year if not utilized.~~

b. Payout

Upon final separation from the school district, each employee will receive a payout of all earned and unused vacation days. Such payout will be based upon the employee's then current daily rate of pay.

3. Compensated Leave Days

a. Accrual

Except as provided below, compensated leave days are all days accrued prior to July 1, 2015 and will be treated in a manner consistent with those contract provisions in effect at the time in which they are earned. Beginning on July 1, 2015, employees will no longer accrue compensated leave but will instead earn vacation days as described herein. An employee has a one-time option to transfer some or all of his/her compensated leave days into vacation accrual to reach the maximum 60-day terminal vacation leave payout.

b. Payout

Compensated leave days accrued prior to July 1, 2015, may be paid out at the discretion of the employee to a maximum of 12 days per school year at the normal rate of pay as defined in Article II of the Agreement. Requests for payment of compensated leave days are due into the Payroll office no later than the last work day in October and will be included in the employee's first paycheck in December. All accrued compensated leave will be paid out at the time of the employee's separation from the school district. Such payout will be based on the employee's then current normal rate of pay.

4. Scheduling of Vacation/Compensated Leave

An employee's use of vacation or compensated leave must be scheduled with the employee's immediate supervising administrator. Any such leave will first be charged to vacation leave and then to compensated leave days, unless the employee affirmatively directs otherwise, in writing. For leave of five or more day's duration, more than one-week notice must be provided. In the case of leaves of less than five days duration, other than in exceptional circumstances, employees must give at least 48 hours notice prior to the commencement of the desired leave. Pre-approval of such leave is required in all circumstances. Denial of such a request will only be for good cause. Deviations from these timelines may be granted at the discretion of the cost center head. In cases involving "use or lose" vacation days, all reasonable efforts will be made to accommodate the employee's request for such leave.

4. Retirement Credit

An employee granted a leave of absence may receive limited leave of absence credit in his/her respective retirement system to the extent and in the manner provided by statute. It shall be the sole responsibility of the employee to make arrangements to obtain such credit.

5. Return to Duty

Upon return to duty from a paid leave of absence, the employee will return to his/her former position.

6. Transferring in of Sick Leave

The transferring in of sick leave is not allowed.

7. Sick Leave Payoff Cap

The sick leave payoff cap is 180 days. Employees possessing more than 180 days in sick leave accumulation prior to July 1, 1983, will be grandfathered at the level they possessed at that time. Employees may accumulate days in excess of the 180-day cap but are limited to 180 days for payoff purposes.

8. Verification of Reasons for Leave

Upon return from leave as described in paragraphs A and B, the building principal shall provide the employee with necessary forms for verification of the reasons for absence. Such completed forms shall be submitted to the building principal within five working days following the employee's return from leave.