

Regulation 0403.60-AR-10 Classified Personnel Leaves

VACATIONS

Classified salaried personnel who are employed on a regular basis 239 days or more per year and who work 4 hours or more per day, shall earn Vacation Leave as follows, which will be accrued on a monthly basis. Personnel who works less than 7½ hours per day accrues vacation time on a prorated basis. Part-time personnel who work less than 4 hours per day and/or less than eleven months per year are not eligible for paid Vacation Leave.

YEARS of WASD SERVICE	MONTHLY ACCRUAL (days per month)	ANNUAL ACCRUAL	ANNUAL MAXIMUM
1-5	.83 dpm	10 days	15.0 days
6	.91 dpm	11 days	16.5 days
7	1.00 dpm	12 days	18.0 days
8	1.08 dpm	13 days	19.5 days
9	1.16 dpm	14 days	21.0 days
10	1.25 dpm	15 days	22.5 days

Part-time personnel who work less than 4 hours per day and/or less than eleven months per year are not eligible for paid Vacation Leave.

New personnel are eligible to use Vacation Leave after completion of 90 days of satisfactory service. After 90 days, vacation time will be credited retroactive to the initial employment date, at the rate of .83 days per month.

Use of Vacation Leave is subject to the approval of the personnel's principal or supervisor. Vacation Leave may not be taken two (2) weeks prior to the first day of school or within the first

two (2) weeks of the first day of school. Vacation Leave is to be taken on consecutive days unless otherwise authorized by the principal or supervisor.

In the event personnel becomes ill during approved Vacation Leave, time will not be charged as vacation and sick leave can be used provided personnel submits medical certification to cover each day the individual was absent from work due to illness.

When personnel no longer work for the District, all accrued and unused vacation leave will be paid to the individual on their final paycheck. Vacation payout will not be paid using funds from Federal programs.

HOLIDAYS

Full time, permanent classified personnel qualify for Holidays or equivalent compensation consistent with the District's annual calendar of Holidays as applicable for each school year as corresponds to the classified personnel's annual working calendar and number of contract days.

Instructional assistants may be required to attend in-service or workshop sessions, or other duties as assigned by the principal or supervisor. Working calendars are distributed to personnel and are available in the Human Resources Department.

SICK LEAVE

All regular classified personnel working 20 hours or more per week accrue sick leave time at the rate of one (1) prorated day for each month of service or major fraction thereof. Unused sick leave may be accumulated up to 260 days. Personnel with fifty (50) or more sick leave days as of June 30 will receive one (1) additional personal leave day.

Termination of employment shall terminate sick leave rights except as provided for in Idaho Code 33-1216, 33- 1217, 33-1228.

Permitted uses for Sick Leave for absences are as follows: - Diagnosis, care, or treatment of the existing health condition of personnel or member of the personnel's immediate family member, including, their spouse, dependent or minor children, or parents or as otherwise defined in the District's Negotiated Agreement with its certified personnel. - Preventative care for personnel or a member of the personnel's immediate family.

Extension of vacation or holiday time, or reasons other than listed above are not a permitted use of Sick Leave.

Complications of pregnancy or childbirth may result in absences for which Sick Leave may be taken. It is anticipated that for normal child birth a period of no more than six (6) calendar weeks of Sick Leave following the birth of the child will be required. For a C-section, it is anticipated that no more than eight (8) calendar weeks will be required. Additional days of approved Sick Leave require a doctor's certification and approval by the Chief Human Resources Officer.

If family illness outside the immediate family should arise, sick leave may be used with the recommendation of the principal or supervisor and approval by the Chief Human Resources Officer.

The Human Resources Department may request that personnel produce medical certification for the use of sick leave for absences in excess of three (3) consecutive days or when a pattern of absences is observed.

In all cases if absence from work exceeds a period of ten (10) consecutive working days, personnel must furnish to the Human Resources Department a medical certification that medical complications are such that the personnel is unable to carry on their duties satisfactorily. Prior to return to work, personnel returning from an absence in excess of ten (10) consecutive days, a medical release from their health care provider must be submitted to the Human Resources Department. The release should include any accommodations that are necessary for personnel to resume work.

When personnel transfer from one District to another or from a District to a state education agency, the district will accept an individual's accumulated sick leave from another District in Idaho up to that District's maximum number of sick leave days and not to exceed the number allowed in the Negotiated Agreement. However, a maximum of 90 days of transferred sick leave can be counted toward PERSI retirement. All Transfers of sick leave can only be counted if the personnel is employed during the school year immediately following the year of their resignation/termination from the previous district. (See Idaho Code section 33-1217). If a personnel goes from a state education agency to a school district, no sick leave is available for transfer. (See Idaho Code section 67- 5333).

PERSONAL LEAVE

Regular classified personnel that work more than 20 hours per week earn two (2) days of prorated Personal Leave per year. Regular classified personnel that have worked continuously for the District for ten (10) years shall be granted one (1) additional Personal Leave day per year. The maximum number of days that can be used in anyone (1) year shall be for six (6) days. Unused Personal Leave may accumulate from year to year up to a maximum of six (6) days. At the end of the school year Personal Leave days in excess of six (6) shall be paid to personnel at the prorated

amount of \$60 per day for full-time work. Personal Leave must be arranged in advance and approved by the principal or supervisor. Personal Leave days may not be taken the last two (2) weeks of school.

BEREAVEMENT LEAVE

Personnel are eligible for up to five (5) days of Bereavement Leave for each death in the immediate family (grandfather, grandmother, father, mother, brother, sister, spouse, child, grandchild, foster or step-child, father-in-law, mother-in-law, step-parent, step-sibling, aunt, uncle, cousin) for the purpose of attending services, travel and/or emotional support of family.

Additional Bereavement leave may be recommended to the Board under unusual circumstances. Requests for additional time must be directed through the principal or supervisor to the Chief Human Resources Officer.

PARENTAL LEAVE

Parental Leave of absence for child-rearing may be granted to classified and administrative personnel, without pay, for up to one (1) year. Requests for Parental Leave of absence shall be submitted in writing to the Human Resources Department, indicating the approximate beginning and ending dates. Parental Leave and extended Parental Leave approvals are subject to availability of qualified, acceptable substitutes.

Although Parental Leave of absence may be granted at any time, it is recommended that leave conforms to logical breaking points such as a grading period or vacation period. When appropriate, Parental Leave of absence shall end at such time that personnel returns to work at the beginning of a semester.

Classified personnel may return to the District in a position for which they are qualified, but is not guaranteed the same position and assignment previously held.

UNPAID LEAVE

Unpaid Leave is to be used sparingly and is intended for unique and limited situations. Unpaid Leave may only be used after Personal Leave Days and Vacation Leave Days have been used. If the leave qualifies for Sick Leave, all Sick Leave must be used prior to requesting and/or being granted Unpaid Leave.

Requests for Leave without pay must be submitted and approved by the Chief Human Resources Officer prior to the date(s) requested; those requests due to emergency and/or extenuating circumstances may be approved by the immediate supervisor and then approved by the Chief Human Resources Officer.

Excessive use of Unpaid Leave of Absence, as determined by the Chief Human Resources Officer may result in disciplinary action up to and including possible termination.
