

PROPOSED

for 10-16-07

File: GBGG

Staff General Leave (Sick Leave/Personal Leave)

Staff employed on a nine-month basis will receive 11 days of general leave annually. Ten-month employees will receive 12 days per year, and twelve-month employees will receive 14 days per year. Part-time staff shall receive the same type and number of leave days as provided for full-time staff pro rated according to the regular daily hours worked each day. A person who works three hours per day shall be granted leave days based upon the three hours worked each day. The three hour day shall constitute the respective leave day.

For the purpose of this policy, general leave may be used for attending to personal illness or other personal business. Staff members desiring to use general leave shall submit the necessary forms to their immediate supervisor in advance when possible. The immediate supervisor shall be responsible for determining whether the request for general leave is granted, depending on the availability of adequate substitutes or other possible coverage to ensure that the employee's job responsibilities are met. If an employee should exceed three (3) days of general leave, due to illness, the supervisor may request verification from the employee's physician.

General Leave is not to be used prior to or immediately following a holiday or scheduled vacation period. A holiday is any day the district is scheduled to be closed, including but not limited to President's Day, Good Friday, Labor Day, Thanksgiving, Memorial Day, etc. The district has three vacation periods which are: winter break, spring break, and summer break (days not eligible for general leave will be the last day of school and the first day with students). Certified and Administrative employees who leave early or extend a holiday or vacation period will receive a payroll deduction equal to the per diem amount of their annual contract for the day adjacent to the holiday or vacation period. Hourly employees will not be paid for a day taken adjacent to the holiday or vacation period.

If an employee is ill on the day prior to or immediately following a holiday or scheduled vacation period, the supervisor must be notified and verification may be required.

When a Certified or Administrative employee has no accumulated general leave to use, but requests to be absent for reasons other than illness, the staff member will have a payroll deduction equal to the per diem amount of their annual contract for each day they are absent.

When a Classified employee has no accumulated general leave to use, but requests to be absent for reasons other than illness, the staff member will not be paid for each day they are absent.

Employees who require extended sick leave should file a written request to receive additional days from the District Sick Leave Bank according to policy GBGH. (Review Sick Leave Bank information provided by the individual school office.)

All unused general leave may be accumulated up to a maximum of 60 days. At the end of each fiscal year, each employee who has accumulated in excess of 60 leave days will receive a bonus of \$25.00 per excess day.

Adopted: March 16, 1967

Revised: August 7, 1997

Revised: November 7, 2000

Revised and recoded: October 21, 2003

CROSS REFS.: GBGF, Federally-Mandated Family Leave
GBGH, Sick Leave Bank

School District Re-2(J), Brush, Colorado