

An Update to Annual Leave Days

On October 19, 2020, The Board of Education adopted a new policy regarding Annual Leave Days.

What this means for staff:

All staff working 175 to 194 days will go from 8 to 10 Annual Leave Days per School Year.
(Nutrition Services Assistants, Bus Drivers, Paraprofessionals, Teachers, SSPs)

All staff working 195 to 214 days will go from 8 to 11 Annual Leave Days per School Year.
(Building Technology Staff, Building Administrative Assistants)

All staff working 215 to 260 days will remain at 12 Annual Leave Days per School Year.
(Building Administrators, SILC Administrative Assistants, B&G Staff)

These additional days are retroactive back to the start of the 2020-2021 School Year and will be added to your Leave Balances in Frontline. This is a manual operation, but your Leave Balances will be updated as soon as possible.

Policy Code: GBGG

Policy Name: Staff Annual Leave

Adoption: November, 1995

Revised: June 22, 2001

Revised: June, 2005

Reviewed: December, 2008

Reviewed: September, 2020

Adopted: October, 2020

All full-time school district employees will be granted annual leave days for each full contract year as follows:

- 1. 175 - 194 day work year = 10 leave days*
- 2. 195 - 214 day work year = 11 leave days*
- 3. 215 – 260 (year-round) day work year = 12 leave days*

Annual leave will be prorated for any staff contracted for less than full time or less than a full contract year. Annual leave is not provided as vacation days, but is intended to be used as income protection for absences from employment for the following reasons: medical need of employee, medical need of employee's family, death of family member or friend, major family/individual events (e.g., weddings, graduations, religious holidays, and unusual or special awards/honors), personal legal/court appearances and emergencies. Absences in excess of an

employee's annual leave balance may be charged against the employee's salary at their per diem rate of pay. The educational needs of students should be considered before leave days are used.

Leave will be recalculated based on the number of days worked if an employee resigns or terminates employment. If an employee has overused leave, it will be subtracted from the employee's final paycheck at the employee's per diem rate.

If additional sick leave days are needed, the employee must first draw on accumulated sick leave days (Policy GCCAC) or the sick leave bank (Policy GCCAA), if applicable. All unused annual leave days will accumulate as unused sick leave days at the end of the contract year. Accumulated sick leave may only be used for employee absences resulting directly from an employee's illness, an employee's medical issue, or as paid leave to be accessed in accordance with policy related to the Family Medical Leave Act (FMLA).

The intent of the Board is to provide annual leave days for activities which cannot be conducted other than during the normal working day and for unforeseen medical needs of the employee or members of the employee's family. The educational needs of students should be considered before leave days are used. Annual leave shall not be used on days set aside for professional development or training activities, or parent/teacher conferences dates identified in advance within each school year calendar without prior written approval. Use of annual leave on the aforementioned days will be charged against the employee's salary at the employee's per diem rate. In any case in which the District reasonably believes it is necessary to do so, the District may require the employee to secure written verification from a physician or other service provider attesting to the condition that requires that the employee be on leave. All medical information shall be used only for the purposes specified in this policy and shall not be maintained by the District.

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