

Annual Leave

Allotted Leave Days

At the start of each contract year all full-time employees will be allotted the following annual leave:

Nine month employees earn 11 days annually; ten month employees earn 12 days annually, and twelve month employees earn 14 days annually. Part-time employees shall earn leave at the ratio of time for each month employee to full-time equivalence. This benefit is based on a full year of employment. If employment ends prior to the end of the year then the annual leave will reflect a pro-rated amount and any excess leave taken will be adjusted in the final paycheck.

Leave Usage

Every eligible employee may use annual leave for illness, medical appointments, and other medical issues that impact the employee, their household family members, their children, their siblings or their parents. In addition, employees may use up to 2 annual leave days for personal or family business or other non-medical issues.

The District urges employees to use professional judgment in taking these days for reasons other than illness, medical appointments, or family emergencies. Annual leave days are not vacation days and employees should not view them as such. They are in place in case of illness, emergency, or personal needs.

Use of annual leave for reasons other than illness, medical appointment, or family emergency must be approved by the employee's immediate supervisor one week in advance. Exceptions to this five day period may be given by a supervisor.

Annual leave (with the exception of a verifiable illness or emergency) may not be used in conjunction with a scheduled school holiday or within two weeks of the beginning or end of the school year by 9-10 month staff members. Any exception requires approval of the superintendent.

If an employee uses more leave days than they have accumulated, a pro-ration of their salary based on contracted days or their daily rate of pay shall be deducted for each absence in excess of accrued leave.

Sick Leave (See Policy GBGG-R for details of the sick bank policy)

A sick leave bank shall be available for all regular employees who voluntarily choose to participate. The sick leave bank shall be funded through investment of days by the participants. One day of annual leave must be contributed to the sick leave bank (each school year) by the employee in order to be eligible.

Accrual of Annual Leave

A total of 60 unused annual leave days may be accrued and carried over from year to year. However, only current year leave is defined as annual leave. Carryover annual leave then becomes sick leave only. Sick leave accrued in excess of 60 days will be paid to the employee at a rate of 50% of the certified substitute teacher pay. These days will be paid in the June with a separate check.

District employees with continuous service to the district will be compensated for up to 60 days of accrued sick leave upon separation. The compensation rate will be as follows for full-time employees, and will be pro-rated for part-time employees:

4 – 10 years- 50% of the certified substitute teacher pay
11 + years - 75% of the certified substitute teacher pay

Adopted: prior to 1987

Revised: February 1987, July 1989, December 2002, June 2004, July 2005,
February 2008, August 2010, July 2012, March 2013, November 2014

CROSS REF: GBGH, Sick Leave Bank
GCQEA, Voluntary Early Retirement of Staff Members