

## **Staff Leave**

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to a temporary medical problem. It therefore provides a paid leave policy for regular employees.

### **Accrual and purpose**

Paid leave may be accumulated at the rate of 11 days for full time teachers and for nine and ten-month classified employees. Accrual time begins September 1 and ends May 31 of each year. Classified employees working 11 or 12 months receive 13 leave days each school year with accrual time beginning July 1 and ending June 30. Up to 80 days of medical leave may be accumulated.

Medical leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family.

For medical leave purposes, the term "immediate family" shall be defined as spouse, children, parents, siblings, grandparents, grandchildren, and any person living permanently in the employee's home.

If the effective date of employment is after the beginning of the current school year, an employee shall accrue one day of leave for each month of employment during the current school year, September through June for licensed and classified staff. The total number of leave days for each classified employee shall be converted into hours based on the number of hours worked per day by each classified employee. Less than full-time employees shall be granted leave on a pro-rata basis

Leave shall not apply during vacation leave, paid holidays or leaves of absence.

### **Medical leave accumulation and compensation**

After accumulating 80 days of leave, an employee shall be compensated at the rate determined by the employee's annual salary in effect at the end of the school year for each day accumulated above the eighty 80-day limit. Leave compensation shall be paid with the employee's June paycheck.

The number of school days used for leave shall be limited to the total annual leave days plus any accumulated leave credited to the employee.

When an employee has used all accumulated leave days, additional days shall be deducted from the employee's pay. After losing pay for two days, employees may apply for medical leave bank days in accordance with policy GBGH, Medical Leave Bank.

Evidence of illness may be required for approval of leave pay.

### **Compensation at retirement**

Upon retiring from the district, classified employees shall be eligible to receive compensation for up to 88 accumulated leave days at a rate set by the school district. The reimbursement rate for teachers shall be in accordance with the

Professional Negotiations Agreement. To be eligible for reimbursement at retirement, an employee must have a minimum of 10 years continuous experience in the district.

Adopted: May 2007  
Revised: CASB Overhaul 2014  
Revised: April 15, 2015  
Revised: June 11, 2018

CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave  
GBGH, Medical Leave Bank  
GBGJ, Bereavement Leave

CONTRACT REFS.: Professional Negotiations Agreement, Article Ten, Leave Policy  
Classified Handbook, Chapter III, Leaves and Holidays