

## Classified Employee Leave Time Eligibility

For employees working 90 consecutive days or more

(Excluding temporary, substitute, employees on the “S” Salary Schedule, any employees with variable working hours, and any employees receiving PERA retirement benefits)

Standard Assignment in Days	Hours Per Day		
141	Less than 7.39	7.39 – 8.00	-
174	Less than 5.99	5.99 – 8.00	-
175	Less than 5.95	5.95 – 8.00	-
177	Less than 5.89	5.89 – 8.00	-
181	Less than 5.76	5.76 – 8.00	-
182	Less than 5.73	5.73 – 8.00	-
185	Less than 5.63	5.63 – 7.99	8.00
186	Less than 5.60	5.60 – 7.95	7.96 – 8.00
190	Less than 5.48	5.48 – 7.78	7.79 – 8.00
195	Less than 5.34	5.34 – 7.58	7.59 – 8.00
200	Less than 5.21	5.21 – 7.39	7.40 – 8.00
205	Less than 5.08	5.08 – 7.21	7.22 – 8.00
210	Less than 4.96	4.96 – 7.04	7.05 – 8.00
215	Less than 4.85	4.85 – 6.87	6.88 – 8.00
220	Less than 4.74	4.74 – 6.72	6.73 – 8.00
225	Less than 4.63	4.63 – 6.57	6.58 – 8.00
230	Less than 4.53	4.53 – 6.42	6.43 – 8.00
260	Less than 4.01	4.01 – 5.68	5.69 – 8.00
<b>Benefits</b>			
Flex Leave Time	No	No	No
Sick Leave Time	Yes	Yes	Yes
Professional Leave Time	No	No	No
Holiday– 260 (12-month) employees	Yes	Yes	Yes
Holiday– employees with an assignment less than 260 days (12-month employees)*	No	No	No
Floating Holidays**	No	Yes	Yes
Personal Leave Time	Yes	Yes	Yes
Religious Observance Leave Time***	Yes	Yes	Yes
Vacation****	Yes	Yes	Yes
Bereavement Leave Time	Yes	Yes	Yes
Jury Duty/Witness Leave Time	Yes	Yes	Yes

**NOTES:**

All leave time will be prorated based on an employee’s contract.

\* Employees whose job assignment is during Thanksgiving and/or Christmas will receive pay for these two days as applicable.

\*\* Unused floating holidays are converted to sick leave annually at the end of July.

\*\*\* Eligible accrued leave days may be used. Days used beyond eligible accrued days may be granted but will be dock days.

\*\*\*\* Must be a 260-day (12 month) employee to be eligible for vacation.

---

This is a summary of benefits available. You should refer to the Employee Agreement before making a determination of benefits. Where documents conflict, the Employee Agreement takes precedence.

# **Classified Employee Leave Time**

## **FLOATING HOLIDAYS**

The equivalent of approximately three floating holidays are granted annually to all eligible classified employees with the approval of the employee's supervisor. Time will accrue in hours based on eligible assignments. Floating holidays may be used in conjunction with vacation leave or school holidays. Floating holidays must be taken on a scheduled work day, except for Food Service Department and Transportation Department employees who may use their floating holidays during school vacation periods. Unused floating holidays will be transferred to the employee's sick leave time accrual at the rate of 1.5 times the unused balance at the end of the annual accrual period. There is no reimbursement for Floating Holidays upon separation of employment. Refer to Employee Agreement Article 3.7 - FLOATING HOLIDAYS (PAID CLASSIFIED AND ADMINISTRATIVE).

## **HOLIDAYS**

Twelve (12) paid holidays (including floating holidays) are granted to all eligible 12-month employees. The dates shall be established each year in accordance with the school calendar. These paid holidays are established from August 1 through July 31 of each contract year. All classified employees working 90 consecutive working days or more in any assignment receive Thanksgiving and Christmas day as a paid holiday if the holiday falls within their contract period. Refer to Employee Agreement Article 3.8 - HOLIDAYS (PAID CLASSIFIED AND ADMINISTRATIVE).

## **PERSONAL LEAVE TIME**

All eligible employees will accrue personal leave time equivalent to approximately one day for each year of assignment. Time will accrue in hours based on eligible assignments. Personal leave time is granted for an absence necessitated by legal, business, family, voluntary civic duties, religious, or personal matters not normally covered by other paid leave. Personal leave is not intended for recreational purposes. Days immediately preceding or following vacation days and school holiday periods are not intended for personal leave use. Unused personal leave time is cumulative to the equivalent of 5 personal days maximum except that only 3 consecutive days may be used at one time. If an employee should accumulate more than the maximum hours, those in excess shall be automatically transferred to the employee's sick leave accrual at a rate of 1 for 1. There is no reimbursement for Personal Leave Time upon separation of employment. Refer to Employee Agreement Article 13.9 PERSONAL LEAVE TIME (PAID CLASSIFIED AND ADMINISTRATIVE).

## **SICK LEAVE TIME**

All eligible employees will accrue sick leave time equivalent to approximately one day for each month of assignment. Time will accrue in hours based on eligible assignments. Use of sick leave is allowed in case of injury, illness, or disability to the employee or a member of the employee's immediate family. For this purpose "immediate family" is defined as the employee's child or custodial child; spouse, partner in a civil union, or domestic partner; sibling; parent or custodial elder; and grandchild. Unused sick leave time is cumulative from year to year with no limitation on the number of hours accrued. Prior approval is not required for sick leave use; however, employees are required to inform the appropriate supervisor of their absence at the earliest possible time. Supervisors may require a certification of illness by a physician at any time. There is no reimbursement for sick leave upon separation of employment from the district.

except as otherwise provided in procedure. Refer to Employee Agreement Article 13.11 SICK LEAVE TIME (PAID-CLASSIFIED AND ADMINISTRATIVE).

## VACATION

Paid vacation time is earned by all 12-month employees. Scheduling vacations and approving vacation requests is the responsibility of each department supervisor. The desires of employees will be considered in scheduling vacations; however, vacations should be scheduled for times when they are least likely to interfere with the department's effective operations. Paid vacation leave for classified employees is accrued in hours based on eligible assignments at the following rates:

- 1 through 5 years of employment: leave time equivalent to approximately 10 working days per year.
- 6 through 10 years of employment: leave time equivalent to approximately 15 working days per year.
- 11 years of employment and over: leave time equivalent to approximately 20 working days per year.
- Additionally, in years 21 through 25 and over, leave time equivalent to one additional day for each year of service to a maximum of 25 days is accrued.

Vacation time may be carried forward from one year to the next year. However, vacation projected maximums will be limited to two times an employee's annual accrual rate. Therefore, an employee can only carry over one times the employee's annual accrual rate. Any vacation time remaining above this limit on July 16th each year will be forfeited. The payout upon termination of employment will be the actual current balance. Vacation leave shall be earned beginning the first month of employment. Refer to Employee Agreement Article 13.13 VACATION (CLASSIFIED AND ADMINISTRATIVE).

## BREAVEMENT LEAVE

Up to five days of paid bereavement leave shall be granted for all eligible employees due to death of an employee's immediate family member per occurrence. For this purpose "immediate family member" includes anyone who lives in the employee's household plus persons not in the employee's household including the employee's child or custodial child; spouse, partner in a civil union, or domestic partner; sibling; parent; grandparent; or grandchild; including biological, step, in-law, and foster relatives. Bereavement leave shall not be cumulative. Refer to Employee Agreement Article 13.16 BREAVEMENT LEAVE TIME.

## JURY DUTY/WITNESS LEAVE TIME

An employee subpoenaed as a witness or called for jury duty shall be excused for the amount of time necessary to fulfill the witness or jury duty obligation, provided the employee is not a party of the litigation. Employees are reimbursed their regular rate of pay up to a maximum of fifteen days for serving as a witness or member of a jury. Employees may use other appropriate paid leave, if available, or unpaid leave for serving beyond the fifteen-day maximum jury duty payment. Absences in excess of 15 days will need approval from the Executive Director of Human Resources. The employee is not required to reimburse the district for compensation for testifying or jury duty and takes no reduction in salary. Refer to Employee Agreement Article 13.17 JURY DUTY/WITNESS LEAVE TIME.