



Poudre School District

Administrative & Professional Employee Leave Time Eligibility

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

FLOATING HOLIDAYS

The equivalent of approximately four (4) floating holidays are granted annually to all administrative & professional employees. 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 Child Nutrition Department and Transportation Department employees who may use their floating holidays during school vacation periods. Unused floating holidays can be accumulated up to five days. A maximum of three consecutive floating holidays can be used at one time. If any employee accumulates more than the five days based on assignment, those in excess shall be automatically transferred to the employee's sick leave at an accrual rate of 1 to 1.5. There is no reimbursement for Floating Holidays upon separation of employment. Refer to Employee Agreement Article 13.6 - FLOATING HOLIDAYS (PAID CLASSIFIED, ADMINISTRATIVE AND PROFESSIONAL).

HOLIDAYS

Nine (9) paid holidays are granted to all eligible 260-day 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. Refer to Employee Agreement Article 13.7 - HOLIDAYS (PAID CLASSIFIED, ADMINISTRATIVE AND PROFESSIONAL ON 260-DAY ASSIGNMENTS).

VACATION

Paid vacation time is earned by all 260-day 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 administrators and professionals is accrued in hours based on eligible assignments at the following rates:

- 1 year of employment and over: leave time equivalent to 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



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beginning the first month of employment. Refer to Employee Agreement Article 13.8 VACATION (CLASSIFIED, ADMINISTRATIVE AND PROFESSIONAL ON 260-DAY ASSIGNMENTS)

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 13.9 SICK LEAVE TIME (PAID-CLASSIFIED, ADMINISTRATIVE AND PROFESSIONAL).

BEREAVEMENT 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 13.11 BEREAVEMENT 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 13.12 JURY DUTY/WITNESS LEAVE TIME.



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Leave Time Rollover Information

Overview

Administrative and Professional employees with an ending balance in any leave category (i.e., sick, floating holiday, and vacation) at the end of the current school year will see those same figures as their beginning balances in the appropriate leave categories at the beginning of the new school year.

Sick leave rollover information (all paid employees)

The sick leave ending balance at the end of the current school year will become the sick leave beginning balance at the start of the new school year.

Floating Holidays rollover information (all paid classified, professional and administrative employees)

1. If the employee's floating holiday ending balance is *equal to or less than* the equivalent of 5 days (the maximum accrual amount) at the end of the current school year:
 - The floating holiday ending balance will become the floating holiday beginning balance at the start of the new school year.
2. If the employee's floating holiday ending balance is *greater than* the equivalent of 5 days (the maximum accrual amount) at the end of the current school year:
 - The floating holiday ending balance will become the floating holiday beginning balance at the start of the new school year. The excess of 5 days will be shown as used in the *Used YTD column* for floating holiday. In addition, the same figure times 1.5 (time and one half) will be shown in the *Earned YTD column* for sick leave on the employee's August 31 Leave and Earnings Statement.

Leave carryover example—(classified, professional and administrative employees)

The following example shows the leave carryover for a 6.0 hour/day employee. Note that the figure shown in the *Earned column* for sick leave includes the 5 hours from floating holiday leave multiplied by 1.5 (5 hours in *Beginning column* x 1.5 = 7.5 hours), plus the current month's accrual (5.40 hours) to equal the 12.90 hours shown in the *Earned column*.

Leave Type	Beginning	Earned	Used	Current Balance
Sick	25.00	12.90	0.00	37.90
Floating Holiday	5.00	1.80	5.00	1.80



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**Vacation rollover
information (all
260-day classified,
professional and
administrative
employees)**

Employees may carry over *one years' worth* of vacation accrual from one leave year to the next leave year. Any remaining vacation time above the allotted maximum rollover as of July 16 will be forfeited. When the projected balance exceeds the maximum allowable rollover, the Leave and Earnings Statement will note the maximum rollover amount.

Reminder: The vacation leave year runs from July 16 of the current year through July 15 of the following year. Vacation time must be taken **and** reported by July 15 of each year to be charged against the current year's leave balance. Time taken and/or reported July 16 or later will be charged against the following year's leave balance.
