



# Poudre School District

## Licensed 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)*

### PAID TIME OFF (PTO) AND ACCRUED SICK LEAVE

#### How PTO and Accrued Sick Leave Time Works:

Full time licensed employees receive 10 days (80 hours) of leave each year to be used for ALL absences, both for illness and personal reasons. An absence for any reason will be charged to PTO first until all projected PTO leave time is utilized. After all PTO has been used, you may use accrued sick leave ONLY in case of illness, not for personal reasons, and these absences must be coded as "sick."

**Tracking and reporting absences are the responsibility of the employee.** To avoid docked pay situations, you must be mindful of your PTO *projected* balance. This information, **posted in red on every Leave & Earnings Statement**, reflects leave time taken and entered through the 15th of the current month. Be aware that any leave time used or reported after the 15th of the current month will appear on the following month's Leave & Earnings Statement.

### Absences days 1-10

- Annual leave used for **ALL** reasons, **illness and personal**, is called "PTO"
- Notify supervisor as soon as possible
- May be denied if no substitute coverage likely
- Should be entered into absence reporting system as **PTO**
- Must be entered into absence reporting system **BY YOU**, not your office staff

### Absences beyond 10 days

- **Can only be used after all PTO time has been used and if accrued sick leave is available**
- May be used in case of illness, injury, or disability **only**
- **Must be entered into the absence reporting system as "SICK"** (see Employee Agreement 13.4)
- Will be charged to accrued sick leave time only if reported as "sick"
- **Absences for personal reasons used after PTO is exhausted will result in dock in pay**

#### Note of Caution

Remember that days immediately preceding or following vacation days and school holiday periods are not intended for PTO leave, unless the activity cannot be scheduled at any other time. Requests for PTO may be denied by the supervisor based on projected high substitute usage days as determined by the Executive Director of Human Resources and/or based on total expected absences for the site or district.



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## Who should I contact?

If you have questions related to the PTO policy **or a docked pay situation**, please contact Ali Shore in Human Resources at 970.490.3123 or [ashore@psdschools.org](mailto:ashore@psdschools.org).

If you have questions related to absence reporting, please contact your office manager. If you have questions about the negotiated agreement, please contact Tom List at the PEA office at 970.223.7321 or [tlist@psdschools.org](mailto:tlist@psdschools.org).

## THE POLICIES

### 13.3 PAID TIME OFF (PTO) (PAID – LICENSED TEACHERS)

- 13.3.1 All eligible licensed employees will accrue Paid Time Off (PTO) equivalent to approximately ten days per year. Time will accrue in hours based on eligible assignments. Hours will be rounded for administrative purposes.
- 13.3.2 Any PTO not used at the end of a school year will transfer to the employee's accrued sick leave at a rate of 1.5 times the unused balance. Accrued sick leave will be subject to the guidelines under Article 13.4.
- 13.3.3 Use of PTO may be utilized at the employee's discretion for illness, professional or personal reasons. An absence for any reason will be charged to PTO first until all projected PTO is utilized. After PTO is exhausted, the employee may use accrued sick leave time based on the guidelines provided under Article 13.4.
- 13.3.4 In order to best assure that adequate substitute coverage is available, employees must request a substitute and notify their supervisor at the earliest possible date that they intend to use PTO. Prior notification is not required for employee or family illness.
- 13.3.5 Licensed staff will make every effort to avoid taking PTO on a variance day. Notification of a variance day absence shall be submitted in advance to the building supervisor.
- 13.3.6 Requests for PTO may be denied by the supervisor based on projected high substitute usage days as determined by the Executive Director of Human Resources and/or based on total expected absences for the site or district.
- 13.3.7 If a request for PTO should be denied by the site manager because of high usage days or because the day precedes or follows a vacation or holiday, the employee may petition the Executive Director of Human Resources for approval.
- 13.3.8 There is no reimbursement for PTO upon separation of employment.



13.3.9

## 13.4 ACCRUED SICK LEAVE TIME (PAID—LICENSED TEACHERS)

- 13.4.1 All eligible employees will accrue sick leave time as follows: (Hours will be rounded for administrative purposes.)  
A teacher in the first year of service will accrue sick leave time equivalent to approximately 3 days per year. A teacher in the second or greater years of service will accrue NO sick leave time except as stated in the Paid Time Off benefit (Article 13.3).
- 13.4.2. Use of accrued 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.  
In addition, up to six weeks of accrued sick leave can be used for the purpose of the adoption or placement of adoption of a child or children. The six weeks of accrued sick leave must begin on the day of placement.
- 13.4.3 If the licensed teacher is non-renewed and re-hired within 30 calendar days of termination of contract, accrued sick time will be reinstated and no break in service will occur for leave time accrual purposes. Sick time will not be reinstated for terminated employees, retired employees or employees who voluntarily resign. Loss of leave time will occur upon a break in service.
- 13.4.4 Unused accrued sick leave time is carried forward from year to year with no limitation on the number of hours accrued.
- 13.4.5 Prior approval is not required for accrued 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.
- 13.4.6 There is no reimbursement for accrued sick leave upon separation of employment from the district except in programs that may be provided by the licensed group.

## 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



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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.