

A Compendium of Leaves

Current Sick Leave - (K-12) 12 days of sick leave are earned the first day of the school year. Current sick leave is exhausted prior to accumulated sick leave. (A.C.) 1 hour sick leave for each 18 hours of pay expected to be received by June 30.

Accumulated Sick Leave - unused sick days are saved for use in future years.

Accumulated sick leave counts toward STRS retirement. Accumulated sick leave is exhausted prior to difference pay.

Difference Pay - at the exhaustion of current sick leave and accumulated sick leave members have 100 days difference pay. The rate of pay is calculated by subtracting the substitute rate (\$150) from the members' per diem rate. For example: Member A earns \$200 per day

$$\$200 - \$150 = \$70$$

Member A's difference pay would be \$70 per day.

Upon exhaustion of sick leave Bargaining Unit members are placed on a reemployment list. This means that the Bargaining Unit member is no longer employed by the District. The Bargaining Unit member remains on the reemployment list for 39 months if permanent and 24 months if not permanent. If the Bargaining Unit member does not return to active status within the time frame described above, the relationship with the District is completely severed.

Catastrophic Leave Bank

Members may participate in the Catastrophic Leave Bank. Contributors may request withdrawals at the exhaustion of difference pay.

Personal Necessity Leave - Up to 9 days of current sick leave may be used for personal necessity leave. Submit the District form with one of the following reasons. The reasons for personal necessity leave are:

1. witness, defendant, litigant or official government order
2. attendance at funeral
3. obligation required by leadership position or membership in professional organization
4. attendance required to conform with legal procedure or resolve threats to one's personal assets
5. observance of nationally recognized religious holiday
6. post-natal child care leave within 15 days of birth of child

Personal necessity leave in excess of 9 days is allowed for the death, accident, or illness of a member of the immediate family

Personal Business

3 of 9 personal necessity days can be used for personal business leave.

Make request by 9 a.m. 2 days in advance of leave (except in emergency).

Complete District Leave Request form writing the reason for leave "Article XVI, Section J.a.a.7." No other information is required.

Denial or approval of the request must be given to the member by noon following the day of the request.

Bereavement Leave

*5 days are available for: mother, father, grandmother, grandfather, grandchild, husband, wife, son, son-in-law, daughter, daughter-in-law, brother, sister, step-parent, step-child, any relative living in the household and ex-spouse when minor children are involved. (member or spouse)

*3 days are available for spouse's brother or sister.

*Days need not be used consecutively.

Selling Back Sick Days

1. Members may sell back current sick leave for the year at the end of the school year.
2. Members who were first employed by the District subsequent to July 1, 1980 may sell back current sick leave plus 10 additional accrued sick days upon resignation from the District.
3. Payment will be made at the current rate of substitute pay (\$150). Requests for the selling back of sick leave must be made at the end of the school year to the payroll office.