



Leave Policy for Classified Employees

Policy Title: Leave and Benefits Allotment for Classified Employees

Effective Date: July 1, 2024

Applicability: Classified Salary and Hourly Employees

1. Purpose

This policy outlines the district's procedures regarding the waiting period for benefits, leave time allocation, and guidelines for usage of vacation, illness, personal business and bereavement days for classified employees.

2. Scope

This policy applies to all newly hired and current classified salary and hourly employees of the school district.

3. New Employee Benefits Waiting Period

Classified Salary Employees

- Leave days and benefits will be granted on the **first of the month** following the employee's hire date.

Classified Hourly Employees

- Leave days and benefits will be granted on the **first of the month** following 30 days of employment.* See the Allotment of Leave Time Section.

This waiting period for benefits replaces the previous probationary period. Performance-related concerns should be addressed through the district's **Employee Discipline Guidelines (Policy**

4150). Employees failing to meet performance expectations should be placed on a **Performance Improvement Plan (PIP)** before the end of the waiting period.

4. Allotment of Leave Time

- **Leave Time allotment is based on the work calendar between July 1 - June 30.**
- **Annual Allotment for Current Employees**
Vacation, illness, personal business and bereavement days are allotted on the first day of the new work calendar year, based on each employee's benefit group.
- ***Accrual for New Hourly Employees**
Classified hourly employees will have vacation, illness, and personal business days accrued (1 day/month) during their first year of employment.

Note: Use of vacation and personal business days requires **prior supervisor approval**.

5. Usage Period for Vacation and Personal Business Days

- **Vacation Days**
Employees must use their vacation days by December 31st of the year after they are issued. Any vacation days not used by this deadline will be forfeited.

Example: Vacation days issued on July 1, 2024, must be used by December 31, 2025.
Vacation days issued on July 1, 2025, must be used by December 31, 2026.
 - **Personal Business Days**
Personal business days must be used within the same work calendar year they are issued. Unused personal business days will be converted to illness leave and transferred to the employee's illness leave bank for the following work year.
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6. Leave Request Procedure

- Employees must submit requests for leave time in **half-day** or **whole-day** increments.
 - Approval from the supervisor is required for personal business and vacation days.
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7. Paid Holidays

Eligibility for Paid Holidays

Classified hourly employees must meet the following criteria to receive pay for holidays:

- The employee must work or be approved in advance for personal business time or vacation time on the workdays immediately **before and after** the paid holiday.

Ineligibility for Paid Holidays

Classified hourly employees will not receive holiday pay if:

- The employee uses illness time on the workday immediately before or after the paid holiday.

Non-Payable Holidays

Employees may not use leave time (vacation, personal business, or illness) for holidays on which they would **not normally be paid**. If the holiday does not qualify as a paid holiday under the district's schedule, employees are not permitted to claim any form of leave time to cover those hours.

New Employees

New employees are eligible for paid holidays immediately following their hire date.

Note:

Paid hours for holidays, vacation, personal business, and illness time are **not included** when calculating overtime eligibility for classified hourly employees.

8. Bereavement Leave

New employees are eligible for paid bereavement days immediately following their hire date.

Categories

- **Bereavement Immediate Family** - Defined as Mother, Father, Child, Sibling, Spouse, Fiance, Mother-in-law, Father-in-Law, Child-in-law, Sibling-in-law, Grandparent, Grandchild
- **Bereavement Other**

Usage Period

Bereavement days must be used in the same work calendar year in which they are issued. They do not roll over to the following work calendar year.

9. Leave Payout for Resignations and Retirements

Resignation Payout

- Classified hourly and salary employees who resign and provide **at least two weeks' notice** will be paid for any earned but unused vacation time in their final paycheck.
- Employees who resign may not take vacation or personal business days within the **two-week notice window**.

- When employees resign, we pay out any earned but unused vacation days, while also accruing any vacation time that would have been earned during the current school year.

Retirement Payout

- Classified hourly and salary employees who are **retirement-eligible** will be paid for any earned but unused vacation, personal business, and illness time in their final paycheck.
 - Payment amount for unused vacation days is calculated at the employee's standard daily rate and regularly scheduled daily work hours.
 - Payment amount for unused personal business and illness days is calculated at \$40/day.
 - Retirees with earned and unused personal business or illness time that totals over **\$6,000** will receive their payout in **two installments (1st installment on the final paycheck and second installment at the beginning of the next calendar year or sooner)**.
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Policy History

- Document Creation Date: October 2024