



## Leave (Paid Time Off) 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 (paid time off) 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.

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### 3. New Hire Waiting Period for Leave Days & Benefits

#### New Classified Salary Employees

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

#### New Classified Hourly Employees

- Leave days and benefits will be granted on the **first of the month** following 30 days of employment for the new employee. \*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.

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#### **4. Allotment of Leave Days**

- **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 work calendar year of employment, following the new hire waiting period.

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

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#### **5. Usage Period for Leave Days**

- **Vacation Days**

Vacation days are earned between July 1 and June 30 and must be taken between July 1 and the end of winter break of the following school year (December 31st).

For example, leave days issued on July 1, 2024 must be used by December 31, 2025. Any unused leave days after this period will be forfeited and cannot be carried over.

For example, leave days issued on March 1, 2025 must be used by December 31, 2025. Any unused leave days after this period will be forfeited and cannot be carried over.

- **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.

- **Illness Days**

Unused Illness days are rolled over annually.

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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.

- Employees may not utilize **Leave Without Pay hours** (LWOP) until all vacation and personal business days are exhausted. LWOP requires supervisor approval and can only be entered into Timeclock by the supervisor. A message must be written in Timeclock notes explaining the absence. Excessive use of LWOP may result in disciplinary action, up to and including termination.
  - **No-Call No-Show:** If an employee does not report to work and does not call in, supervisors should enter the **No-Call No-Show** option in Timeclock instead of LWOP. No-call No-show days will be marked as unpaid days for the employee.
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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.

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## 8. Bereavement Leave

### New Classified Salary Employees

- The full annual bereavement day allotment will be granted on the **first of the month** following the new employee's hire date.

## New Classified Hourly Employees

- The full annual bereavement day allotment will be granted on the **first of the month** following 30 days of employment for the new employee.

## Bereavement 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, and each similar relationship established by marriage and any other legal dependent.
- **Bereavement Other** - Defined as other family members or that of close friend(s).

## 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. Vacation days allotted at the beginning of the current school year will be prorated for payout.
- Employees who resign may not take vacation or personal business days within the **two-week notice window**.
- Payment amount for unused vacation days is calculated at the employee's standard daily rate and regularly scheduled daily work hours.
- Illness days and Personal Business days are ineligible for payout upon resignation. It should be noted that *retirees* are eligible for Illness Day and Personal Business day payout with appropriate two week notice.

### 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
- Revision Date: December 2024
- LWOP and No-Call No-Show Revision: February 2025