

SCHOOL DISTRICT OF ABBOTSFORD

542.3

SUPPORT STAFF LEAVES AND ABSENCES

The types of leaves and absences are defined below. The number of leaves and absences will be pro-rated as per contract designation.

SICK LEAVE

- A. Benefit and Accumulation: Each employee shall accumulate one (1) day of sick leave for each full month of service up to a maximum accumulation of ninety (90) days. Sick leave may only be used for illness or disability of the employee or immediate family (i.e. spouse or children) including medical or dental appointments. Sick leave may be taken in one hour blocks. Sick leave shall be used from the current year first. Days needed beyond those of the current year will be taken from those accumulated. Days accumulated above ninety (90) days shall be considered bank days and shall be cumulative indefinitely. Once a sick day becomes a bank day, it can no longer be used as a sick day.

For purposes of this provision, employees working less than eight (8) hours per day shall earn and use sick leave on a prorated basis.

A severance benefit of twenty dollars (\$20) per day for unused sick leave and bank days for employees with seven (7) years or more of service will be paid upon leaving the district. Those employees retiring from the district with seven (7) or more years of service will receive twenty-five dollars (\$25) per day for each unused sick leave and bank day deposited into a district approved Health Reimbursement Arrangement (HRA).

- B. Advance Notice: Sick leave benefits shall begin on the first day of absence and continue until the employee returns to work or has used all of his/her accumulated sick leave. Employees who are sick and unable to report to work shall, where reasonable, notify or cause the employee in charge to be notified at least seventy-five (75) minutes before the start of the regular shift or assignment or earlier.
- C. Worker's Compensation: An employee receiving Worker's Compensation benefits, if he/she desires, may be paid the difference between Worker's Compensation and the usual payroll check from the employer to the extent of the employee's accumulated sick leave. The employer shall then charge the employee's sick leave account with the number of days that equal the cash differential of the compensation and payroll checks.

EMERGENCY LEAVE

Emergency leave is non-cumulative. Emergency leave not to exceed three (3) days per contract year is authorized. An emergency leave shall be granted by the building principal, or in his /her absence, the District Administrator for the following reasons:

- A. The employee is summoned to appear in a court of law, other than jury duty.
Employee must submit evidence of summons prior to appearance.
- B. Personal disaster. (Examples: fire in the home, wind damage, car accident.) This provision does not include travel complications or inconveniences to the employee.
- C. Birth or adoption of a son or daughter.
- D. Surgery, serious injury, or hospitalization required by the employee's family. This provision does not include illness. Family shall be defined as husband, wife, child, brother, sister, parents, grandparents, grandparents-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandchildren, step

children, step parents, individuals of which the employee has assumed legal guardianship (administration reserves the right to request proof of guardianship) or any other member of a family living in the same household regardless of relationship.

- E. Death in the family. Family shall be defined as above and will also include aunts and uncles. An extension of two (2) days may be granted. The additional two (2) days shall be deducted from sick leave.
- F. The death of close friends or relatives not previously defined. However, these days shall be deducted from sick leave.

For employees working less than an eight (8) hour day, a day equals the number of hours normally worked by the employee. Emergency leave may be taken in one hour blocks.

PERSONAL LEAVE

Each employee is entitled to not more than two (2) days of personal leave per year, non-cumulative. Written notice to the immediate supervisor, or in his/her absence, the District Administrator, must be provided forth-eight (48) hours in advance. No more than one (1) employee per classification per day will be granted personal leave. The immediate supervisor will inform the employee if personal leave days are approved or disapproved within twenty-four (24) hours after receiving the request for personal leave. For employees working less than an eight (8) hour day, a day equals the number of hours normally worked by the employee. Personal leave may be taken in one hour blocks. Personal leave may be used to extend vacation periods. Written notice for personal leave immediately prior to or after vacations will state reason(s) for personal leave request. Personal leave to extend vacation periods may not exceed a maximum of two (2) employees per building per day.

VACATIONS

- A. Eligibility and Schedule: All twelve (12) month full-time employees shall receive the following vacation with pay depending on years of service as measured each June 1.
 - Prorated Share - Less than one (1) full year of service
 - 5 working days - After one (1) full year of service
 - 10 working days - After two (2) full years of service
 - 15 working days - After nine (9) full years of service
 - 20 working days - After twenty (20) full years of service

All twelve (12) month part-time employees shall receive a prorated vacation benefit based upon normal hours worked per week.

- B. No Accumulation: All vacations shall be taken on a current year basis (June 1 through May 31) and shall not accumulate from year to year.
- C. Vacation time may be taken in full blocks, or in blocks not less than two hours as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least twenty (20) working days prior to taking such leave, however, vacation time requested with less than twenty (20) working days notice may only be approved by the immediate supervisor with prior notification to the District Administrator. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the immediate supervisor shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives. All vacations shall be taken during the school vacation months except by special arrangement with the immediate supervisor or his/her designee. One (1) day of vacation equals eight (8) hours.

- D. Probationary Employees: Probationary employees shall accrue vacation but may not use vacation during their probationary period. After completion of their probationary period, the employees shall receive a prorated share of vacation pursuant to subsection "A" above.
- E. Resignation: Employees who resign their position shall give the District two (2) weeks notice. If the full two (2) weeks notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given.

HOLIDAYS

- A. Eligibility: All twelve (12) month full-time employees shall be granted the following holidays off with pay:

Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday
Memorial Day
July 4th

Twelve (12) month part-time employees shall receive prorated holiday pay computed on the basis of annual work hours divided by 2080.

School year full-time employees shall be granted the following holidays off with pay:

Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Good Friday

School year part-time employees shall receive prorated holiday pay computed on the basis of weekly hours divided by 40.

If a holiday falls on a Saturday or Sunday, the Friday or Monday will be established as the paid holiday as determined by the District. The employee must work her/his last scheduled work day before and after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences.

UNPAID LEAVE

Unpaid leave may be granted for personal or medical reasons for a period not longer than five working days by administration. Longer periods of unpaid leave beyond five working days may only be granted at the sole discretion of the School Board and must be approved in advance by the board. Submittal for board approval is required thirty (30) working days in advance of the requested leave. All unpaid leave will result in pro-rated salaries and fringe benefits.

First Reading:	October 17, 2011
Second Reading/Adoption:	November 21, 2011
Revised:	June 18, 2012

The School District of Abbotsford does not discriminate on the basis of age, sex, race, religion, color, national origin (including limited English proficiency) ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability, learning disability, or any other reason prohibited by law.