

	Huron School District #2-2	Code: GDBD-9.1 (N) Class I Classified Short Term Leave
	Policies and Regulations	

Class I classified employees may acquire two days of short term leave by working activities.

Employees shall be granted two days off for working four events.

Employees may work additional events/activities and receive the current rate of pay for those events/activities. (Employee must fulfill the short term leave requirement before working events for pay.)

Beginning with the 2018-2019 school year, class I classified employees will carry over – for one year – either or both of the two short-term leave days that have not been used. Carry-over days must be used in the following school year. Any class I classified employee who has not used the two days of his/her short term leave by the end of the following school year will be reimbursed for these days at the rate of \$160.00 per day. An employee leaving the district will be paid for his/her unused short-term leave days at the conclusion of his/her final year of employment.

Procedures for Leave Requests:

The class I classified employee shall submit his/her request for leave on a leave application form to their immediate supervisor for the supervisor's and superintendent's approval at least five (5) working days in advance of the anticipated absence. A copy of the leave form shall be filed with the immediate supervisor. In cases of an emergency, the employee shall make application as far in advance of the anticipated absence as is possible.

Short term leave may be granted prior to and following other vacations and holidays.

An applicant for leave under this policy need not state the reasons for which the leave is sought.