

STAFF PAID LEAVE

Page 1 of 3

1. Full-time employees shall accrue paid leave as shown below. Paid leave may be used for sick leave, bereavement leave, family health leave, and special leave.
 - a. Licensed employees who work the entire school year shall accrue 12 days of paid leave per contract year.
 - b. All other employees:

Days Worked per Contract Year	Yearly Paid Leave Accrual
170-189	11 days
190-204	12 days
205-214	13 days
215-227	14 days
228 or more	15 days

- C. Teachers on special assignment shall not accrue additional leave while in such positions.
2. The maximum amount of accrued paid leave time which may be used during any contract year for bereavement leave is five days; and for special leave is three days.
3. Regular part-time employees shall accrue leave days and be entitled to leave pay at the ratio which their work time bears to full work time.
4. Unused paid leave may be accumulated without any maximum.
5. Limited part-time employees are not eligible for paid leave or other fringe benefits.

STAFF PAID LEAVE

Page 2 of 3

6. An employee reassigned from full or regular part-time employment to limited part-time employment will not be eligible to maintain paid leave accumulated prior to the reassignment. The accumulated leave will be escrowed for one year and will be recredited if the employee returns to full or regular part-time employment during that year.
7. While on any leave of absence, an employee will retain but not accrue additional paid leave time.
8. All unused paid leave time shall be eliminated whenever an employee's services are terminated, except that an employee with at least three but fewer than 10 years' service with the district who resigns and is re-employed within 12 months after her/his resignation shall have returned to her/him all accrued paid leave days which the employee had prior to her/his resignation. (Accrued vacation leave will have been paid upon termination and will not be recredited. See paragraph 11 regarding leave for employees with more than 10 years' service.)
9. If during the first three years of employment by the district, an employee has less than five days of individual paid leave time remaining in her/his account, at the time a need to use bereavement leave arises, then such employee shall, upon approval by the chief personnel officer, be advanced paid leave time in an amount not to exceed the number of days necessary to bring the employee's individual paid leave time to a total of five days at the time of the request. The number of days advanced shall be taken from the employee as additional paid leave is accrued.
10. If an employee either terminates her/his employment with the district or goes on leave, the amount of all used but unearned leave will be deducted from the employee's final salary check prior to the termination or the commencement of the leave.
11. Employees will, upon termination, be paid for earned but unused leave in accordance with the provisions of this policy. Accrued vacation leave will be paid upon termination according to policy GDD. Only employees with at least 10 years service in the district will be entitled to pay for accrued leave time. Accrued leave payout for employees with

STAFF PAID LEAVE

Page 3 of 3

at least 10 years of full-time service will be calculated according to the following formula: There will be no pay for the first 30 days of accrued leave time. Each day in excess of 30 days of accrued leave time will be paid at the rate of .0015 times the employee's annual salary, as set forth on the then current employee's salary schedule at the time of her/his termination. The payment will be made within 60 days after the date of the employee's termination.

12. If upon termination the employee received a payout for accrued leave there will be no reinstatement of accrued leave should the employee be re-employed with the district, even when the re-employment is within 12 months after his/her resignation.

Note: See BOE/AEA Negotiated Agreement

CROSS REFS.: GCC, Staff Leaves and Absences
GCCAA, Staff Health Leave
GCCAB, Staff Personal/Emergency/Legal Leave
GCCAD, Staff Military Leave
GCCAG*, Staff Leave of Absence Without Pay
GCCB, Administrative Staff Leaves and Absences
GCCBAA, Administrative and Professional/Technical Staff Health Leave Bank
GDD, Support Staff Vacation and Holidays
GDCAA, Support Staff Health Leave Bank
GDQ, Support Staff Termination of Employment
GDQD, Discipline, Suspension and Dismissal of Support Staff
GDQE*, Reinstatement of Support Staff
DKAA-R, Final Salary Computation – Separated Employees