

PERSONNEL SERVICES

Policy 4310

Absences, Leave and Vacation

General Attendance

****Effective January 1, 2006, support personnel employed for 181 or more days will get 10 sick days (2 of the 10 will be personal days); support personnel employed 180 or fewer days will get 8 sick days (2 of the 8 may be used as personal days). All other regulations regarding accumulation of days, payment for unused days will remain as is. Employees who finish the year with more than 90, or 60 sick days (according to their status) will be bought back to 90, or 60 @ 25.00/Day. Employees leaving the district will be reimbursed for unused sick leave at 25.00/Day.

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available 10 days of sick leave per school year cumulative to 90 days. Eligible 12 month support employees have available 10 days of sick leave per year cumulative to 60 days. All other regularly employed support staff will be entitled to 8 days of sick leave per fiscal year cumulative to 60 days. 2 sick days may be used as personal days per school year, but do not accumulate. Personal leave may not be granted on the day preceding or following a holiday.

****Days accumulated over maximum will be bought back at 25.00/day for all staff.

When employees are absent more than 8 days in any semester or more than 16 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

