

Britton-Hecla School District	GCBD
Classified Leave	

CLASSIFIED LEAVE

LEAVE

Twelve (12) days of leave, with pay, shall be granted to classified staff annually if they are 12 month employees or ten (10) days of leave to all other employees at a rate of 1 day per month. At the end of each year, individual classified staff member may choose to be reimbursed at a rate of \$50/day for each unused day of leave to a maximum of 10 (or 12 if a 12-month employee) or to transfer any unused days to their individual sick bank without being reimbursed. Classified staff will be allowed to carry a maximum of 15 days of individual sick leave in their bank.

Individual sick bank leave can be used for the following: Illness or medical issues for yourself, parents, spouse, and unmarried/dependent children or maternity/paternity. In the event of an extended illness of an immediate family member not listed above, the classified employee may be granted, by the Britton-Hecla School Board, the use of additional days from the individual sick bank.

Classified staff are allowed to use up to five (5) days per occurrence for bereavement leave from their individual sick bank if all ten leave days are depleted.

At the end of the 2017-18 school year, staff will be paid at a rate of \$25/day for any sick days accumulated over 15 days (16-30 days). Staff will be allowed to keep up to a maximum of 15 days in their individual sick bank.

All 10 days of individual leave must be used prior to using any days from individual sick bank.

PAID HOLIDAYS LEAVE

Twelve (12) month, classified employees will receive the following paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Full time, 7.5 hours a day, employees who are not on a 12-month contract will receive only those paid holidays that fall within their contract period. (Example: A 10-month employee, August 15 through June 15 would not receive Independence Day as a paid holiday.)

VACATION LEAVE

Twelve (12) month, classified employees will receive 1 day of vacation leave per month accumulative to 20 days (this includes the current school year leave). New full time employees will have a 3-month probationary period before they will receive any vacation leave. After 10 years of employment with the school district employees will receive an additional 3 days of vacation per year.

All vacation leave is subject to superintendent approval and may be temporarily denied dependent upon the staffing needs of the district.

JURY/SUBPOENA LEAVE

Any classified employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which he/she is not a named party, shall be granted a leave with pay for the days or parts of days such absence is required. Any per diem or reimbursement received for jury duty or the designated subpoena absence, excluding mileage, shall be paid into the general fund

of the school district. Such classified employee shall notify the superintendent at least 48 hours in advance of the necessity of taking jury/subpoena leave.

All New Employees will have a 3-month probationary period before being eligible for any paid leave.

Legal References:

Revised PROCEDURE: 06/2018

Revised PROCEDURE: 09/2018