

GDBD - CLASSIFIED STAFF LEAVES AND ABSENCES

Leaves and absences granted to the classified staff will be for the purposes of helping them maintain their physical health, take care of family and other personal emergencies, and discharge important and necessary obligations.

SICK LEAVE

Ten (10) days sick leave per year accumulative to 60 days. Twelve month employees receive twelve (12) days of sick leave per year.

UNUSED SICK LEAVE

After 60 days have accumulated at the start of the year, an employee may request annually on the last pay periods of the year that the excess accrued sick leave days over the 60 be sold back to the school at \$10.00 per day for each unused sick day.

Any employee terminated by the school board, for any reason, is ineligible for this benefit. If an employee chooses to leave the district, the district does not pay for any unused sick leave for the accumulated 60 days.

PERSONAL LEAVE

Two (2) days personal leave per year not to be deducted from sick leave. Personal leave will not accumulate from one year to another.

Employees wishing to take personal leave must submit their written request on a leave application for to their principal's office at least ten (10) working days in advance of the anticipated absence, except in cases of emergency, for approval by the principal or his/her designated representative. It is not necessary to state the reason for the leave. However, the number of leaves will be granted on a first-come first serve basis and may be limited before or after vacation day.

Adopted: July 13, 2009