

**PARK COUNTY SCHOOL DISTRICT 6
BOARD OF EDUCATION POLICY**

CODE: GDC

CLASSIFIED STAFF LEAVES, ABSENCES AND RETIREMENT INCENTIVE

All leave is subject to approval or disapproval by the Superintendent, or their designee. Leave should be submitted as far in advance as possible. All leave is granted in units of half or full days for contract-based staff and hourly for staff that is paid by the hour. Final authority for approval or disapproval of all leave rests with the Superintendent.

As a part of the fringe benefit package, the Board offers full-time and regular part-time staff of the District various types of leaves for illness, personal purposes, legal and civil obligations, and professional improvement. All leaves of absence must be requested and approved in advance of being taken.

In general, the Board grants three (3) basic types of leaves:

- short-term leaves, usually with pay, such as sick leave, personal leave, professional days, and jury duty leaves;
- family and medical leave which may be short- or long-term depending upon the circumstances and may or may not be paid leave;
- long-term or extended health leaves and leaves for study and travel, usually without pay or with partial pay, such as extended health leave and other types of approved long-term leaves of absence.
- All short-term leaves of absence from work, except sick leave, must be approved by the Superintendent, or their designee prior to the occurrence of the absence except in verified cases of emergencies. Unexcused absences or “leave without pay” will result in a reduction of an employee’s daily rate for each day missed.

Sick Leave

All staff working a regular, daily schedule are entitled to one and two tenths (1.2) leave days’ accrual per month for personal illness, family illness, and bereavement leave, accumulative to one hundred sixty (160) days.

Staff may utilize sick leave for members of their immediate family or as defined in Policy GCCAAC.

The Superintendent, or their designee reserve the right to require staff to provide a personal affidavit or a physician's statement verifying sick leave.

Eligible staff on leave as a result of an injury that is covered by workers’ compensation will be asked to complete the necessary workers’ compensation paperwork within ten (10) days from the date of the injury. Workers’ compensation offers benefits (temporary total disability/temporary light duty) to cover time away from work after three consecutive days. Staff may not receive compensation from the district and for workers’ compensation purposes at the same time. If a staff member chooses to utilize the benefits under workers’ compensation, district leave of any kind (sick, personal, vacation, holiday, etc.) shall not be paid during a workers’ compensation benefited leave period.

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Unused Sick Leave

The District will pay employees \$12.50/hour for each unused sick leave day in excess of one hundred forty eight (148) days (not to exceed the equivalent of twelve (12) days) at the end of June each school year. The payout will be in August. This benefit will be in effect until June 30, 2023.

Sick Leave Bank

A sick leave bank will be established and maintained for all district staff members. Participation shall be on a voluntary basis with staff who wish to participate initially contributing two (2) days of unused sick leave to the bank. Staff may join during the first thirty (30) days of each school year, by contributing two (2) days of their sick leave. When days in the bank drop to a balance of fifty (50) days, those members wishing to continue in the bank will be required to contribute one additional day on the appropriate authorization form. The ending balance of sick days for the school year will carry over to the following year.

The Sick Leave Bank is established to provide paid sick leave days for Sick Leave Bank members who have exhausted all other leave available to them, which includes sick leave, personal leave, docked personal leave and vacation days.

For Sick Leave Bank rules and regulations, please refer to Policy GDC-R1-Sick Leave Bank

In the event you are facing a long-term medical-related absence, please refer to Policy GCCAB-R – Family and Medical Leave Act (FMLA).

Bereavement Leave

In the event of a death in the family or a person established as a significant other, as defined in Policy GCCAAC, sick leave may be used for bereavement leave. The Superintendent, or their designee reserves the right to stipulate length of bereavement per occurrence.

Personal Leave

Staff shall be entitled to two (2) days of personal leave per year. Personal leave shall be for personal reasons. Personal leave requests must be submitted at least five (5) days in advance. All personal leave must have prior approval of the building administrator, or their designee confirming that adequate staffing of the district's classrooms and activities will not be jeopardized. Administrators may honor late requests should coverage be arranged.

Every attempt will be made to approve personal leave should staff have leave available. Personal leave immediately preceding or immediately following regularly scheduled school vacations shall only be approved in extraordinary circumstances. Decisions will be based on the impact to classroom instruction and the best interests of the District. No more than five (5) days, a combination of personal, or docked days may be taken in succession.

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Personal Leave Carry-Over

Unused personal leave may be carried to the following year and accumulate to a limit total of four (4) personal days. The total number of personal and docked may not exceed seven (7) total days of leave in any school year.

At the close of each fiscal year, the remaining personal leave will carry forward to the next year's personal leave, not to exceed four (4) days total. Staff who elect to transfer their personal leave to sick leave must notify the business office no later than June 30. The maximum sick leave accumulation is one hundred sixty (160) days.

Docked Leave

Staff may request up to five (5) docked leave days and the current substitute daily rate will be deducted from the employees regular pay even if a substitute is not needed. These days shall be pre-arranged and pre-approved with the Superintendent, or their designee. The total number of personal, and docked days may not exceed seven (7) total days of leave in any school year. The intent is that the additional personal leave be used only for special and/or significant reasons.

The Superintendent, as designated by the Board, may grant additional days of unpaid leave in extreme extenuating circumstances. Each request will be considered on an individual basis and the decision to grant or deny such a request shall rest with the Superintendent.

Unpaid Leave of Absence

The Superintendent, or their designee may grant a leave of absence, without pay or benefits, for a period not to exceed one (1) year.

Staff granted such leave shall notify the Superintendent, in writing, no later than twenty (20) days before the expiration date of such leave, of the intention to return to employment the next ensuing duty day after expiration of the leave or the position shall be declared open.

Jury Duty/Supoena Leave

Jury Duty - Leaves of absence, with full pay, are allowed for jury duty.

Subpoena - Leaves of absence, with full pay, are allowed for an employee who is subpoenaed, or asked to testify at the request of the District or on behalf of the District in an official proceeding except as provided below:

- If the proceeding involves the employee as a party (plaintiff, defendant, petitioner or respondent) for a non-school district issue or a school district issue, leave shall be considered as being either personal leave or leave without pay (divorce, criminal, IRS, etc.)

An employee who is dismissed from jury duty or subpoena purposes prior to the end of their designated work day must report back to their assignment.

Staff may not receive compensation from the district and for jury duty or subpoena purposes at the same time. Any compensation received by the employee for jury duty or subpoena purposes will be endorsed and signed over to the District through the business office if the employee is paid by the District.

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Maternity/Paternity Leave

Staff will be provided ten (10) days of paid leave immediately following the birth or adoption of a child.

- For 12-month staff, the policy period will be in effect from July 1– June 30. The ten (10) days will accumulate based on the district office being open for business.
- Maternity/paternity leave is not available during summer vacation for staff who work less than twelve (12) months.
- Leave days must be used consecutively.

If both parents are employees of the district, they may request alternating start times. Leave must begin within eleven (11) days of birth or adoption. Any leave that impacts mandatory attendance dates must be requested then granted or denied by the Superintendent.

Maternity/paternity leave shall run concurrently (not in addition to) with the twelve (12) weeks of family medical leave pursuant to District FMLA policy. Unused sick leave can be used for extended maternity/paternity leave. Staff desiring to use maternity/paternity leave must notify the district of their intent to use the leave.

Association Leave

The Board may allow staff to attend certain education association approved professional meetings during the school year without dock or loss of pay, provided the Wyoming Education Association reimburses the District for the cost of the substitute. This approval shall apply to meetings of the Wyoming Education Association Board of Directors, the Wyoming Education Association Delegate Assembly, and professional negotiations meetings or workshops. Special meetings that are recommended by the education association and approved by the administration may be considered for inclusion under this policy. The education association must reimburse the district for the costs of substitutes as may be incurred by the district for staff on leave to attend the meetings.

Classified staff will be compensated for travel time as required by law.

Professional Leave

Staff shall be allowed up to five (5) days of professional leave per school year for the purposes of conference attendance, school visitations or other activities directly related to instructional improvement.

Approval lies with the direct supervisor if it is for school purposes and is an expense to the department account. Approved leave that is for district purposes and is an expense to central accounts shall require the approval of the Superintendent, or their designee.

Classified staff will be compensated for travel time as required by law.

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Retirement Incentive

Staff who have fifteen (15) years of continuous employment with the district, who have accumulated at least the equivalent of sixty (60) days of sick leave and who tender their notice to retire from the district, at the end of the current school year, on or before the fifteenth (15th) day of February, shall receive a variable incentive retirement payment based on the average of daily hours worked during the last seven (7) years of employment with the district. For every day of accumulated sick leave beyond the sixtieth (60th) day, an incentive of \$37.50 per day to \$75.00 per day will be provided to the retiring employee. For every day of sick leave beyond the sixtieth (60th) accumulated day of sick leave, the retiring employee shall receive an incentive payment as follows: eight (8) hour work day, \$75.00 per day, not to exceed \$7,500; seven-hour day, \$65.63 per day not to exceed \$6,563; six (6) hour day, \$56.25 per day, not to exceed \$5,625; five (5) hour day, \$46.88 per day, not to exceed \$4,688; and four (4) hour day, \$37.50 per day, not to exceed \$3,750. This benefit will be in effect until February, 16th, 2023.

Adopted: 12/20/94
Revised: 1/16/01
Revised: 3/16/04
Revised: 1/15/13
Revised: 8/18/15
Revised: 12/15/15
Revised: 6/19/18
Revised: 7/16/19
Revised: 8/18/20
Revised: 10/18/22