

## **8.5.F CLASSIFIED EMPLOYEE MISCELLANEOUS LEAVE POLICIES**

Any full time contracted employee that has perfect attendance in a semester will receive only one \$200 bonus regardless of how many contracted positions held. Perfect attendance is defined as not missing any sick, personal, or benevolence days, OR ANY LEAVE OTHER THAN VACATION OR PROFESSIONAL LEAVE, and working the full semester. Any dispute on what constitutes perfect attendance will be determined by the superintendent or his/her designee. Perfect attendance bonuses will be paid after fiscal year.

Upon retirement all personnel will be compensated in extra salary for unused sick leave under the following conditions:

- ❑ The employee has worked for the Paris School District for five (5) years.
- ❑ The employee must be an approved applicant for teacher retirement benefits.
- ❑ The per diem compensation shall be one-fourth the current daily salary of the employee , or a minimum of \$25.00, times the number of sick leave days accumulated.
- ❑ Compensation will be paid annually in June.

Upon the death of any employee, the designated heir will be compensated for unused sick leave under the following conditions:

- ❑ The employee has worked for the Paris School District for five (5) years.
- ❑ The per diem compensation shall be one-fourth the current daily salary of the employee , or a minimum of \$25.00, times the number of sick leave days accumulated.

**Benevolence Day** – Each employee may use one (1) day each year to attend a funeral or memorial service by notifying the building principal one day in advance of their absence. This will not affect the number of sick or personal days an employee receives or has accumulated. The Benevolence Day may not be carried forward or transferred to sick or personal days. Employees may choose to use two (2) one-half days rather than one (1) full day. No other fraction of a day will be recorded (example: three (3) one-third days or four (4) one-fourth days).

**Vacation Days** – All 12 month (240 days) employees will receive 2 weeks (ten working days) vacation. All vacation must be taken between July 1 and June 30. No vacation days may be carried over to the next year. An employee that has not used all their vacation days may request to the superintendent that they receive compensation for unused vacation days. The employee must have prior approval before applying for compensation for unused vacation days. The daily rate of pay will be one half of the daily rate of pay of the employee.

**Payment for Unused Sick Days** – Each employee will have the option to have the Paris School District buy back unused sick days the month prior to the employee entering T-Drop. The rate will be according to the current District policy. Only employees eligible to enter T-Drop and that have filed all paperwork with Teacher Retirement are eligible for this option.

The Paris School District will only buy back unused sick days one time for each employee.

If the employee is paid for their unused sick days, they are no longer eligible to withdraw days from the District sick leave bank.

### **Birthday Leave**

- The Paris School District employees are entitled to one day off with pay in celebration of their birthday. Birthday leave is to be taken in full day increments, rather than applying some hours to one date and the remainder to a later date. This time off should be taken either on the birth date or within a time agreed upon with the supervisor.

- Employees must designate the birthday leave day by the first day of the previous month before their birthday
- If the taking of this day creates a hardship within the department, the supervisor has the authority to require this day off be rescheduled
- This day must be taken during the month of your birthday or within the parameters identified above, otherwise the day off is forfeited
- If the employee is not physically at work during the month of their birthday (sick leave, FMLA, etc.), it must be taken within 30 days of their return. If the employee does not return to work then the day is forfeited
- Under no circumstances will any pay be issued for this day
- The employee should submit an Application for Leave Request, checking the "Other" column and specifying birthday in the blank space
- Employees with 190 day contract, who have a summer birthday, must designate their birth day leave on the first day upon returning for the new school year
- When using the birthday leave, you will not be eligible for the perfect attendance bonus

Date Adopted: June 10, 1999

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May 13, 2004

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