

## DISCRETIONARY LEAVE

### **Certified Staff:**

Effective August 2018, discretionary leave is established by policy to be earned at a rate of one half day per month of contracted duty + .5 days. 5 days per school year for a 9 month employee, 5.5 days for a 10 month employee, 6 days for an 11 month employee, and 7.5 days for a 12 month employee. The number of leave days shall be prorated on contracts less than a full year. The leave granted the employee for the school year may be used for sick, personal, or bereavement purposes. Discretionary leave cannot be used to extend a holiday break unless prior approval by administration is obtained.

### **Classified Staff:**

Discretionary leave is established by policy to be earned at a rate based on number of hours a classified employee works per day. Leave will be granted for the number of equivalent work hours of 5 days per school year for a 9 month employee, the equivalent work hours of 5.5 days for a 10 month employee, the equivalent work hours for 6 days for an 11 month employee, and the equivalent work hours for 7.5 days for a 12 month employee. The number of leave hours shall be prorated on contracts less than a full year. The leave granted the employee for the school year may be used for sick, personal, or bereavement purposes. Discretionary leave cannot be used to extend a holiday break unless prior approval by administration is obtained.

### **All Staff:**

Any discretionary days/hours not used will be accumulated for the employee as accumulated sick leave. Employees will be able to use their accumulated sick leave for personal illness or illness or bereavement of an immediate family member. Immediate family members are defined as parents, grandparents, spouse, partner in a civil union, sisters, brothers, children, grandchildren or spouse's parents. Administration may ask for a doctor's excuse for an absence/illness exceeding 2 consecutive days. The employee must use all of their allocated discretionary leave for the year before accumulated sick leave may be used. For employees who have been in the district for at least 20 years, 30 days up to 300 hours will be paid to employees at a rate equal to the daily rate of a substitute. An employee with 20 years of service with at least 100 accumulated sick leave days may apply for up to 10 days per year (outside of the 30 days) of sick leave pay prior to retirement. For example, an employee with 20 years of district service who has accumulated 150 days may begin applying for 10 days of sick leave for the remaining 10 years of service. This allows the employee to "buy down" the number of accumulated days. Payment for the 10 days will be made at the end of each contract year. Payment for the 30 days will be made upon the employee's departure of the district at the next scheduled pay date if not terminated and immediately if terminated.

Adopted: 6/17/80

Revised: 3/12/98

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CROSS REFS: GCBDA, GCBDB, GCBDC, GCBDD