



# **SAMPLE PAID LEAVE & SHARED LEAVE POLICY**

The Vigil Group – Resource Library

August 2017



## PAID LEAVE AND SHARED LEAVE POLICY

### PAID LEAVE

#### Teachers/10 Month Employees:

All eligible staff will accrue paid leave days at the rate of 10 days per school year (for employees on a 10-month contract), or 1 day per month. **Planned leave may not be used by a teacher/10-month employee adjacent to school breaks or school holidays.**

#### 12 Month Employees:

12 Month employees will accrue paid leaves days at the rate of 20 days every 12 months of employment (calculated at 1.66 days per month), plus longevity increments of an additional 5 days per year granted at the end of 5 years and 10 years of consecutive employment, or as stated in the employee's memorandum of employment, which shall take precedence over this provision.

#### Certified Administrators (Principal, Assistant Principal, etc.)

Certified Administrators will accrue paid leave days at the rate of 25 days per year (2.08 days per month), plus longevity increments of an additional 5 days per year granted at the end of 5 years of consecutive employment, or as stated in the certified administrator's contract of employment, which shall take precedence over this provision.

#### General Provisions:

All leave is granted in half day or full day increments only. Leave time for eligible employees hired after August 1 will be prorated. Unaccrued leave may not be used in advance of accrual. Leave time will not accrue during any other leave period.

Up to 30 days of unused accrued leave days may be carried over into a new school year. Unused accrued leave will not be paid out at the end of the school year or upon termination of employment with **(SCHOOL)**.

Any planned leave of any duration must be approved in writing by the Principal, where reasonably possible, and in the case of Principal leave, by the Network Superintendent. A school administrator's leave of more than 5 consecutive days should normally be planned for periods when school is not in session, absent extenuating circumstances. **(SCHOOL)** recognizes that in the case of leave used for illness, advance notice may not be feasible.

Part-time employees who are eligible for benefits will accrue discretionary leave time on a pro-rated basis.

## PAID LEAVE AND SHARED LEAVE POLICY

### SHARED LEAVE/SICK LEAVE DONATION

[House Bill 403](#) requires that state agencies, political subdivisions and school districts shall implement policies that provide for employees who earn annual or sick leave the opportunity to donate annual or sick leave to another employee for a medical emergency.

This purpose of this shared leave policy is to provide a safety net against salary interruption for employees who have an emergency medical condition causing them to be unable to perform their assigned job duties. Donations or sick leave hours by employees who earn annual or sick leave provide income to an affected employee who would otherwise be on unpaid leave. The purpose is not to provide unlimited sick leave for any medical reason.

This policy applies to all full-time and half-time faculty and staff.

Employees who earn sick and/or annual leave may voluntarily donate accumulated sick and/or annual leave hours to a shared leave bank, on an annual basis, for distribution to aid another employee who is unable to work due to a medical emergency. A “medical emergency” is defined as a medical condition of the employee that will require a prolonged absence from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all leave available apart from the school leave bank. Donating employees donate sick and/or annual leave at their individual hourly pay rates and the recipient is credited with leave at his/her individual hourly pay rate. The leave recipient will be paid at his/her current pay rate, not at the rate of the person donating the leave time. Approval to receive donated leave time is dependent upon approval of the principal.

#### Eligibility to Receive Shared Leave

Faculty and staff may receive shared leave as follows:

1. The receiving employee must have exhausted all of his or her own accrued paid leave and compensation time before being eligible for leave through the leave bank.
2. An employee must have worked at **(SCHOOL)** continuously for **(X)** working days before being eligible to receive donated leave pursuant to this policy.
3. The maximum amount of share leave bank benefits accessible to a recipient cannot exceed **(X)** leave time, or the maximum hours available in the leave bank, whichever is less.
4. If an employee returns to work prior to using all hours granted, the unused balance of hours granted shall return to the share leave bank.
5. The estate of a deceased employee is not entitled to payment for approved unused shared leave bank hours.
6. The leave contributor’s identity will remain confidential unless he/she chooses to self-identify.
7. A contributor does not have to first donate to the bank in order to receive donations from the bank.

8. The contributor does not receive any type of tax deduction for the donated leave time.

#### To Request Leave

1. An employee requesting leave from the shared leave bank will complete and print an application form available from the **(SCHOOL)**'s office, and submit to the **(X)**.
2. The application must be accompanied by a certified document from a healthcare provider that describes the nature, severity and anticipated duration of the emergency medical condition of the recipient, and that includes a statement that the recipient is unable to work all or a portion of the recipient's work hours, and any other information that the School reasonably may require.
3. After receiving an application, the Director and the Payroll office will verify the employee's eligibility and status, including current accumulated annual and sick leave balances.
4. The Director will notify the requesting employee of the decision within five business days of receipt of the employee's application.
5. If the application is approved, the Payroll office will make the transfer of hours from the school's shared leave bank to the employee's sick leave bank. Neither the donating employee nor the employee receiving time needs to reflect any transfer of hours on his/her time sheet; the hours will be reflected on the applicable employee's paystub leave balance.

#### To Donate Leave

1. An employee wishing to donate sick leave to the shared leave bank will complete and print a leave donation form available from the **(X)**'s office.
2. After receiving a leave donation form from an employee, the Principal and Payroll office will verify the donating employee's eligibility and status, including current accumulated sick/annual leave balances.
3. The Director will notify the donating employee of the decision within five business days of receipt of the donation form.
4. If the donation is approved, the Payroll office will make the transfer of hours from the donating employee's leave to the school's leave bank. The donating employee does not need to reflect any transfer of hours on his/her time sheet; the reduction of hours will be reflected on the employee's paystub balance.