

## Staff Discretionary/Accrued Sick Leave

### Use of Discretionary Leave

1. Each full time employee is granted one (1) day of Discretionary Leave per month of employment.
  - 173 Day employees (Paraprofessionals) earn 9 days per year
  - 175 Day employees (Teachers and counselors, lead cooks) earn 9 days per year
  - 185 Day employees (9 ½ month Secretaries) earn 10 days per year
  - 195 Day employees (Principals, Technology Director, Food Service Director) earn 10 days per year
  - 219 Day employees (Transportation Directors, Technology Aide) earn 11 days per year
  - 250 Day employees (Administration Office, Maintenance, Custodians) earn 12 days per year.
  - Hourly employees with a regularly scheduled job assignment (Bus Drivers and Cooks) earn 5 days per year. A day is equivalent to their regularly scheduled hours worked per day.

### Allocation of Accrued Sick Leave

1. At the end of each school year, any unused Discretionary days will be converted to Accrued Sick Leave. This will show on the September paystub.
2. Accrued Sick Leave may be used for the employee's illness, or disability or for the illness of members of his/her immediate family. "Immediate family" shall include spouse or partner, children, grandchildren, mother, father, brother, sister, grandmother or grandfather of either the employee or the spouse of the employee. Accrued Sick Leave may also be used for anyone permanently living within the employee's household or for the care of a relative who is solely dependent on the employee.
3. Accrued Sick Leave may be accumulated to 60 days. Any Accrued Sick Leave accumulated beyond the 60 days will be paid to the employee in the August's payroll. The reimbursement rate for these days will be at the current pay of a substitute teacher.
4. Upon resignation/retirement the employee will be paid all unused Discretionary and Accrued Sick Leave in August at the current pay of a substitute teacher.

Adopted: June 12, 2018

Revised: June 11, 2019

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