



Strasburg School District 31J

Policy:	File:
Staff Paid Leave	GCCAA
Adopted:	Revision:
2006	November 2022

It is the intent of the Board of Education that employees be on the job every day helping the district serve the needs of students. Students perform at their best when their regular teacher is teaching.

Full-time employees, working at least 7.5 hours per day, shall earn leave as follows:

Contract Days	Hours Per Year
240-260	120 hours
200-239	110 hours
< 200	80 hours

Employees working less than 7.5 hours per day will be granted leave on a pro-rated basis based on the number hours worked. For example, an employee working 4 hours per day on a contract less than 200 days will earn 40 hours of leave for the year.

Employees hired after the beginning of the contract period will receive a prorated amount of paid leave. For example, a full-time employee hired on October 1st who is on a <200 contract would receive 64 hours of leave.

Leave will be credited to the leave account of the employee of the first day of the contract period. Leave hours can be taken when required throughout that school year even though leave hours may not be fully earned when taken. Leave will not be granted at the beginning of the contract period if the employee is unable to report to work due to illness or disability. Upon return, however, the employee's leave account will be credited with an adjusted leave allowance that will be used to diminish any deduction sustained for the absence. An employee granted an approved leave of absence will retain but not accrue additional paid leave time except as otherwise indicated.

Personal leave must be requested by the employee and approved by their immediate supervisor. Leave may not be used for employment outside of the school district, illegal purposes or for job actions against the school district, including, but not limited to, strikes, work slowdowns or sick-outs. Leave will be granted of the employee's absence does not create undue hardship for the District, building, or specific function. The employee's manager will make this judgment.

Accumulated leave may not be used to constitute all or part of an employee's written notice of resignation.

All used leave will be charged against each employee's leave account in one (1) hour increments. All leave, regardless of the amount of leave time available, must be charged against Staff Paid Leave. It is the intent of the Board that hours of leave be reported promptly, honestly, and accurately by staff. Reports of absence are rounded up to the next hour, e.g. 1 hour, 42 minutes = 2 hours. Deduction will be made from the employee's salary in the amount equal to the employee's per diem for each actual workday an

employee is absent after the leave allowance is exhausted.

Employees may accrue leave up to 480 hours. Hours accumulated above 250 hours may be redeemed annually, on the December payroll, at a rate of \$50.00 for each 8 hours. The District Office will notify employees annually of their qualification to redeem hours. Employees must designate on the form provided by the district whether they will accumulate hours or redeem those hours above 250.

Personnel leaving the district permanently may receive their total accumulated hours of leave not to exceed 480 hours at a rate of \$50.00 for each 8 hours. If an employee leaves the District mid-year the employee will receive a pro-rated amount of staff leave based upon the actual days worked. For example, if an employee leaves the district on October 31st and were granted leave at the beginning of the contract period of 80 hours they would receive a payout for 24 hours. If an employee has taken leave in excess of the pro-rated amount the hours will be deducted at a rate of \$50.00 for each 8 hours. Any leave accumulated prior to the current contract year will be paid out in full at a rate of \$50.00 for each 8 hours.

District employees terminated for just cause shall not be eligible for compensation for unused leave.