

## PERSONNEL SERVICES

Policy 4310

### Absences, Leave and Vacation

#### General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. Full-time employees will be provided Paid Days Off. Part-time employees will be provided Paid Days Off on a pro rata basis. Paid Days Off are non-cumulative and any unused Paid Days Off as of June 30th accrue as sick leave.

Eligible certificated staff will have available 10 paid days off per school year, with any accumulated paid days off on June 30th of each year accruing as accumulated sick leave. Certified staff may accumulate 70 days of sick leave. Eligible support employees have available 10 paid days off per year, with any accumulated paid days off on June 30th accruing as accumulated sick leave. Eligible support employees may accumulate 70 days for 12 month employees, 50 days for 10 month employees and 30 days for 9 month employees of unused sick leave.

When employees are absent more than 10 days in any semester or more than 20 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Certified and classified employees who have completed a minimum of ten years of employment with the District are eligible for reimbursement of accumulated sick leave upon leaving the district. This includes any current year unused Paid Days Off and accumulated sick leave allowed by Board Policy.

The rate of reimbursement for accumulated sick leave shall be:

\*Certified - 1/2 current rate of substitute teacher pay

\*Classified - 20% of daily rate of pay