

## Classified Handbook 14/15 Proposed Change

### LEAVE

Twelve-month classified employees shall be granted fourteen (14) days of paid leave per year. Nine/ten-month classified employees shall be granted eleven (11) days of paid leave per year. Leave is allocated to employees on **the first payroll after their contract start date** and is cumulative each year to a maximum of 75 days.

New classified employees will be granted prorated leave at the time of board-approved employment according to the following schedule:

Employment Date	12-month Employees	9/10-month Employees
July 1 – Sept. 30	14	11
Oct. 1 – Dec. 31	10.5	8.25
Jan. 1 – Mar. 31	7	5.5
Apr. 1 – June 30	3.5	2.75

Leave may be used at the employee's discretion. However, prior approval is needed from the employee's supervisor if the employee uses three or more continuous days of leave.

### PAYMENT FOR ACCUMULATED UNUSED LEAVE

Vacation - At the time of employment separation, the district will compensate eligible classified employees for unused vacation days at the daily pay of the employee.

Leave – Classified employees with more than seventy-five (75) days of leave at the end of each school year will be reimbursed for days beyond seventy-five (75) days at a rate of \$60 per day, back to the maximum of seventy-five (75) days.

**Should the classified employee leave the district before their contract end date, the allocated leave will be prorated to align with actual time worked during that contract and paid at a rate of \$60 per day.**

~~Upon separation, classified employees with 5 years or more of continuous service will receive payment for all unused leave at \$60 per day.~~