

### **Licensed/Administrative Staff Paid Leave**

All leave besides Maternity/Paternity, Military, Jury Duty and Professional leave shall be known as "Paid Leave". Teachers and administrators may use "Paid Leave" days for any absence from school including religious holidays; however, to maximize student learning "Paid Leave" must not be used for recreational purposes, vacation or to extend a vacation. (as defined by the days school is not in session or that all buildings are closed on the school year calendar) unless it is being used for an illness or bereavement. Teachers and administrators are encouraged to not use Paid Leave for those activities that can be scheduled outside of the school day. Paid Leave days are prorated for part time employees.

#### **REGULATIONS:**

1. Paid leave may be used for illness/disability of the teacher or administrator, the dental work to the teacher or administrator, adoption (not to exceed six weeks), illness or death in the immediate family or household, religious holidays, employee's business, or other personal reasons. Immediate family includes spouse, children, foster children, mother, or father, significant other, or siblings. Requests due to extenuating circumstances of illness in the immediate family may be approved at the discretion of his/her building principal or supervisor. (i.e.: using paid leave for extremely serious/life threatening situations/illnesses for extended family such as in-laws).
2. Paid leave shall be available for all licensed employees working on a regular basis (i.e. temporary or substitute employees are not eligible for paid leave). One day of paid leave shall be credited for each 18 days worked proportionate to days/hours worked. If any paid leave days/hours are left at the end of the year, they are automatically rolled into sick leave for the following year. Employees are then credited with the annual number of paid leave days for the current year.

Sick leave may only be used after all paid leave has been exhausted and is then only used for illness or bereavement, (see #1 under regulations).

The annual number of leave days will be credited to an individual's record on the first day of employment and on August 1st of each year after that.

3. Paid leave time shall be used in 1/4 (one quarter) hour increments.
4. A teacher or administrator taking paid leave days for a reason other than personal illness, family emergency or bereavement may take only two (2) scheduled work days consecutively.
  - a. In significant, extenuating circumstances, the building principal/supervisor may approve the use of paid leave in excess of two (2) days.
  - b. While Eagle County Schools encourages employees to make appointments outside the

regular working hours whenever possible, upon pre-approved by the building principal/supervisor, Paid-leave may be used for doctor appointments. The District also encourages licensed employees to schedule medical appointments that do not extend holidays or vacation periods.

- c. Up to five (5) paid leave days may be used for bereavement of immediate family members. No more than three days of paid leave can be taken for non-family members. Exceptions to this regulation or extenuating circumstances having to do with it may be approved by the building principal/supervisor.
  - d. Leave for religious purposes may be-processed as paid leave. Prior to taking leave for religious purposes, the employee shall have the leave pre approved by his/her building principal/supervisor.
  - e. Paid leave can be used if the child of a staff member is participating in a school event on a day which extends a vacation as long as a qualified substitute can be provided.
5. A building principal/supervisor may, at any time, inquire as to the nature or reason for any and all paid leave requested by an employee, including requiring appropriate documentation.
  6. If a substitute cannot be accessed, it is possible that the request for the paid leave days may not be honored. Leave granted is generally based on the order in which requests are made and submitted to the principal/supervisor, however, exceptions may be made by the principal/supervisor.
  7. The approval of his/her building principal/supervisor prior to the reporting of an absence to SAM is required in order to authorize the employee to be out of the building or department. This approval process is monitored at the building or department and does not supercede the application of this policy.
  8. Once approved, all types of leave must be reported to the Substitute Absence Management (SAM) system prior to the start of the leave. Instances where the teacher/administrator has not been responsible in the reporting or cancellation of his/her absence, the leave will be processed as leave without pay unless extenuating circumstances are provided by the building principal/supervisor.
  9. If an employee has used more paid leave than (s)he has earned at the time of termination or resignation, the unearned amount (exclusive of Sick Leave Bank days that have been awarded) will be deducted from his/her final paycheck.
  10. If a teacher or administrator meets the eligibility criteria and conditions for retirement after twenty (20) years of continuous employment in the District, (effective at the end of the contract year), (s)he will be eligible for up to 100 days of unused leave at the current daily

