

## PROFESSIONAL STAFF LEAVES AND ABSENCES

A leave of absence is a period of extended absence from duty by a staff member for which written request has been made and formal approval has been granted by the Board. The Board provides a plan for considering leaves and absences for its staff members in accordance with State and Federal law and Board policies.

Compensation, if any, during leaves of absence depends upon the type of leave. Deductions are made in salaries for absence in accordance with regulations developed by the administration and approved by the Board.

Effective July 1, 2020, employees shall be permitted to accumulate a maximum of three hundred twenty-five (325) days of unused sick leave throughout the duration of their employment with the Board.

Depending on the type of leave and when the group insurance policy permits, an employee may continue to participate in Board-approved insurance programs, provided that the employee pays the entire premium for these benefits.

A staff member terminates his/her affiliation with the Board if, at the expiration of the specified period of leave, he/she declines the position that is offered to him/her. Assuming his/her contract has not expired during a leave of absence, an employee holds the same contract status upon returning to duty as was held on the date on which the leave began.

[Adoption date: January 8, 2003]

[Re-adoption date: October 9, 2018]

[Re-adoption date: August 24, 2020]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2601 et seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
ORC 124.38  
3313.211  
3319.08; 3319.09; 3319.13; 3319.131; 3319.14; 3319.141; 3319.143

CROSS REFS.: GBR, Family and Medical Leave  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REFS.: Teachers' Negotiated Agreement  
Employee Handbook

Gallia County Local School District, Patriot, Ohio

PROFESSIONAL STAFF VACATIONS AND HOLIDAYS  
(12-Month Non-Bargaining Unit Member)

Vacations

The Superintendent, the Treasurer and professional staff who are employed under a 12-month contract, including an administrator employed pursuant to Ohio Revised Code Section (RC) 3319.02, shall receive four weeks (20 working days) of paid vacation during each contract year. These 20 days will be awarded on the first day of an individual's contractual year. Employees beginning employment after the contractual year begins will receive vacation leave on a prorated basis.

After 25 years of service in the District, employees will be entitled to 24 working days of paid vacation per year. After 30 years of service in the District, employees will be entitled to 26 working days of paid vacation per year. After 35 years of service in the District, employees will be entitled to 28 working days of paid vacation per year.

Requests to use vacation shall be submitted to the employee's supervisor, in an authorized manner, and must be approved by an administrator prior to use. Vacation requests that interfere with the operational effectiveness of the District, as determined by the Superintendent, may not be approved. Pay "in lieu of vacation" may be requested for up to five days of the employee's vacation accumulation per contractual year.

Each employee may carry over no more than 30 vacation days at the end of his/her contractual year. Additionally, the maximum number of days that can be paid to an employee at the time he/she leaves the District is 50 days. However, effective July 1, 2020, employees shall be permitted to accumulate a maximum of 70 days of unused vacation leave during the 2020-2021 school year only. If an employee leaves work prior to the end of a contractual year, the vacation days will be prorated according to the length of employment during that contractual year. If the employee has already used more than the prorated number at the time he/she leaves, the employee will need to reimburse the District in the amount equal to the pay received for the days used over the prorated amount. Otherwise, the District will deduct that amount from the employee's final paycheck.

Holidays

The Superintendent, the Treasurer and professional staff who are employed under a 12-month contract, including an administrator employed pursuant to Ohio Revised Code Section (RC) 3319.02, shall receive the following holidays in addition to vacation time:

|                            |                        |
|----------------------------|------------------------|
| New Years Day              | Labor Day              |
| Martin Luther King Jr. Day | Thanksgiving Day       |
| Presidents Day             | Day after Thanksgiving |
| Good Friday                | Christmas Eve          |
| Memorial Day               | Christmas Day          |
| Independence Day           | New Years Eve          |

[Adoption date: January 8, 2003]  
[Re-adoption date: June 22, 2015]  
[Re-adoption date: May 23, 2016]  
[Re-adoption date: October 9, 2018]  
[Re-adoption date: August 24, 2020]

LEGAL REFS.: ORC 3313.20; 3313.63

CROSS REF.: GCB, Professional Staff Contracts and Compensation Plans

## SUPPORT STAFF LEAVES AND ABSENCES

Leaves and absences granted to the support staff are for the purposes of helping them maintain their physical health, taking care of family and other personal emergencies and discharging important and necessary obligations.

Effective July 1, 2020, employees shall be permitted to accumulate a maximum of three hundred twenty-five (325) days of unused sick leave throughout the duration of their employment with the Board.

All requests for long-term leaves of absence are submitted by the Superintendent, together with his/her recommendations, to the Board for its action.

[Adoption date: January 8, 2003]

[Re-adoption date: October 9, 2018]

[Re-adoption date: August 24, 2020]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2601 et seq.  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
ORC 124.38 through 124.39  
3313.211  
3319.13; 3319.141; 3319.142; 3319.143

CROSS REF.: GBR, Family and Medical Leave

CONTRACT REF.: Support Staff Negotiated Agreement

SUPPORT STAFF VACATIONS AND HOLIDAYS  
(Non Bargaining Unit Employees)

Vacations

Non-unionized non-teaching employees who are employed under a 12-month 260 day contract shall receive four weeks (20 working days) of paid vacation during the contract year. These 20 days will be awarded on the first day of an individual's contractual year. Employees beginning employment after the contractual year begins will receive vacation leave on a prorated basis.

After 25 years of service in the District, employees will be entitled to 24 working days of paid vacation per year. After 30 years of service in the District, employees will be entitled to 26 working days of paid vacation per year. After 35 years of service in the District, employees will be entitled to 28 working days of paid vacation per year.

Requests to use vacation shall be submitted to the Superintendent on an authorized form and must be approved by the Superintendent/designee prior to use. Vacation requests that interfere with the operational effectiveness of the District, as determined by the Superintendent, will not be approved. Pay "in lieu of vacation" may be requested for up to five days of the employee's vacation accumulation per contractual year.

Each employee may carry over no more than 30 vacation days at the end of his/her contractual year. Additionally the maximum number of days that can be paid to an employee at the time he/she leaves the District is 50 days. However, effective July 1, 2020, employees shall be permitted to accumulate a maximum of 70 days of unused vacation leave during the 2020-2021 school year only. If an employee leaves work prior to the end of a contractual year, the vacation days will be prorated according to the length of employment during that contractual year. If the employee has already used more than the prorated number at the time he/she leaves, the employee will need to reimburse the District in the amount equal to the pay received for the days used over the prorated amount. Otherwise, the District will deduct that amount from the employee's final paycheck.

Non-unionized non-teaching employees who are employed under an 11-month contract will receive vacation at the rates established by law.

Holidays

Non-unionized non-teaching employees who are employed under a 12-month 260 day contract shall receive the following holidays in addition to vacation time:

|                            |                        |
|----------------------------|------------------------|
| New Years Day              | Labor Day              |
| Martin Luther King Jr. Day | Thanksgiving Day       |
| Presidents Day             | Day after Thanksgiving |
| Good Friday                | Christmas Eve          |
| Memorial Day               | Christmas Day          |
| Independence Day           | New Years Eve          |

Non-unionized non-teaching employees who are employed under an 11-month contract will receive the holidays established by law.

[Adoption date: January 8, 2003]  
[Re-adoption date: June 22, 2015]  
[Re-adoption date: October 9, 2018]  
[Re-adoption date: August 24, 2020]

LEGAL REFS.: ORC 1.14  
3319.084; 3319.086; 3319.087

CONTRACT REF.: Support Staff Negotiated Agreement