

Staff Annual Leave

At the beginning of every contract year, all full-time school district employees will be granted annual leave days as follows:

1. 185 - 194 day work year = 10.5 leave days
2. 195 - 204 day work year = 11 leave days
3. 205 - 214 day work year = 11.5 leave days
4. 215 - 224 day work year = 12.0 leave days
5. 12 month work year = 13 leave days

Annual leave is not provided as vacation days, but is intended to be used as income protection for absences from employment for the following reasons: medical need of employee, medical need of employee's family, death of family member or friend, major family/individual events (e.g., weddings, graduations, religious holidays, and unusual or special awards/honors), personal legal/court appearances and emergencies. Absences in excess of an employee's annual leave balance may be charged against the employee's salary at their per diem rate of pay.

The educational needs of students should be considered before leave days are used.

Leave days granted at the beginning of the school year shall be recalculated on any Board-approved leave of absence excluding FMLA leave. Leave will also be recalculated based on the number of days worked if an employee resigns or terminates employment. If an employee has overused leave, it will be subtracted from the employee's final paycheck at the employee's per diem rate.

All unused leave days will accumulate as unused sick leave days at the end of the fiscal year. Accumulated sick leave may only be used for employee absences resulting directly from an employee's illness, an employee's medical issue, or as paid leave to be accessed in accordance with policy related to the Family Medical Leave Act (FMLA).

After an employee leaves the employment of the district, reimbursement for unused sick leave shall be made as follows:

- After a minimum of two years of continuous service, accumulated sick leave shall be reimbursed at the rate of \$50 per day.
- After a minimum of ten years of continuous service, accumulated sick leave shall be reimbursed at the rate of \$100 per day.

A lump sum payment shall be made no sooner than 90 days following the disbursement of the employee's final regular paycheck for year round employees; and in November for employees retiring at the end of the school year.

Except in the case of an unforeseen emergency as approved by the superintendent or his designee, annual leave shall not be used on the first four days that teachers

report back to work nor on the final student contact day. Use of leave on the aforementioned days will be charged against the employee's salary at the employee's per diem rate.

Healthy Families and Workplaces Act (HFWA)

Beginning January 1, 2021, the Healthy Families and Workplaces Act (HFWA) requires employers to provide leave to all employees under various circumstances.

Our current staff annual leave policy (GBGG) meets this requirement for all full-time employees, but as a result of HFWA, guests, hourly, and seasonal employees qualify for HFWA related leave. HFWA leave will be accrued at one hour of leave for every 30 hours worked up to a maximum of 48 hours for care related to the employee's health, the employee's family member, to handle victim related matters, or due to a Public Health Emergency as outlined in Colorado Senate Bill 20-205.

Public Health Emergency Supplemental Leave

In addition to the regularly accrued HFWA leave, on the date a public health emergency is declared, the district will supplement each employee's accrued HFWA leave as necessary to ensure up to 80 hours of HFWA leave is available. This requirement applies to all district employees. The district may count an employee's unused accrued HFWA leave toward the supplemental HFWA leave. An employee may use the supplemental HFWA leave until 4 weeks after the official termination or suspension of the public health emergency.

In any case in which the district reasonably believes it is necessary to do so, the district may require the employee to secure written verification from a physician or other service provider attesting to the condition that requires that the employee be on leave. All medical information shall be used only for the purposes specified in this policy and shall not be maintained by the district.

Adopted: October 28, 1986
Revised: June 30, 1987
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Revised: July 23, 1997
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Revised and recoded: October 26, 2012
Revised: August 28, 2013
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Revised: May 23, 2018
Revised: June 19, 2019
Revised: May 5, 2021

LEGAL REF.: C.R.S. 14-15-101 *et seq.* (*Colorado Civil Union Act*)

CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave

Fountain-Fort Carson School District #8, Fountain, Colorado