

**ANNUAL LEAVE**

**ANNUAL LEAVE**

Instructional, APT (administrative/professional/technical) and classified employee shall receive one day of annual leave for each month worked.

**ACCRUED LEAVE**

Accrued leave shall be defined as the amount of annual leave that is unused from prior years.

1. Instructional and APT employees may carry forward up to 45 days of annual leave not used in previous years, which may be used for illness and/or an FMLA qualifying event only. In unique circumstances, including immediate family illness, teachers may request the use of accrued leave for other purposes from the human resources department. Upon retirement, all accrued leave hours will be reimbursed at 50% of the current licensed substitute rate.
2. Classified employees may carry forward up to 40 days of unused annual leave from one year to the next which may be used for illness and/or an FMLA qualifying event only. In unique circumstances, including immediate family illness, classified employees may request the use of accrued leave for other purposes from the human resources department. Upon retirement, all accrued leave hours will be reimbursed at 50% of the current classified substitute rate.

**AVAILABLE LEAVE**

Available leave shall be defined as the total of both annual and accrued leave.

1. Each July, instructional staff who have more than 45 days (360 hours) of annual leave available will receive 75% of the current licensed substitute rate for available leave in excess of 45 days. Upon voluntary separation of employment or retirement, instructional staff will be reimbursed for all available leave days at 50% of the current licensed substitute rate.
2. APT employees accrue up to a total of 45 days (360 hours) of unused annual leave. APT employees who have accrued up to 45 days of annual leave and who have available leave in excess of 45 days at the end of the employment year will be reimbursed for those days by means of service units as follows:

5-10 years of employment =	\$25 per service unit
11-15 years of employment =	\$50 per service unit
16-20 years of employment =	\$75 per service unit
21+ years of employment =	\$100 per service unit

Upon retirement, separation (excluding termination of employment) or participation in an approved severance plan, APT employees who have completed three consecutive years of employment will be reimbursed at 50% of the licensed substitute rate for all available leave hours. A year of employment is defined as completion of 133 days for school year employees and 169 days for 12-month employees.

3. Each July, classified employees who have more than 40 days (320 hours) of annual leave available will receive 75% of the current classified employee substitute rate for available leave in excess of 40 days.

Upon retirement, separation (excluding termination of employment, voluntary or involuntary) or participation in an approved severance plan, classified employees who have completed three consecutive years of employment will be reimbursed at 50% of the current classified substitute rate for all available leave. A year of employment is defined as completion of 115 days for school year employees and 169 days for 12-month employees.

### **GRANDFATHERED LEAVE**

Grandfathered leave shall be defined as additional unused leave days beyond the 45 accrued days that have been acquired prior to the end of 1992-1993.

When available leave days have been exhausted, employees may use grandfathered leave for extended long-term illnesses or accident-related injuries of a personal nature or for illness or an accident of a member of the employee's immediate family as follows:

1. Licensed staff who have acquired unused annual leave prior to the end of the 1992-1993 school year may use up to 120 additional days beyond the 45 accrued days. Upon termination of employment or retirement, all grandfathered leave days will be reimbursed at 50% of the current licensed substitute rate.
2. APT employees who have acquired unused annual leave prior to July 1, 1996 may use up to 135 additional days beyond the 45 accrued days. Upon termination of employment or retirement, all grandfathered leave days will be reimbursed at 50% of the current licensed substitute rate.
3. Classified employees who have acquired unused annual leave prior to the end of the 1993-1994 assignment year may use up to 30 additional days beyond the 40 accrued days. Upon termination of employment or retirement, grandfathered leave days will be reimbursed at 50% of the current classified substitute rate, up to a total of 120 days.

A physician's statement shall be required when available leave days have been exhausted and an employee intends to use grandfathered leave days.

Approved May 5, 1993  
Revised July 20, 1994  
Revised February 2, 1994  
Revised March 1, 1995  
Revised July 10, 1996  
Revised January 6, 2010  
Revised May 21, 2008  
Revised January 17, 2011  
Revised and recoded May 16, 2012  
Revised April 9, 2013  
Revised October 16, 2013