



HOLDEN R-III

STAFF WELLNESS AND IMPROVEMENT PROGRAM (SWIP)

*EARN ADDITIONAL LEAVE DAYS THAT YOU CAN
UTILIZE FOR WELLNESS APPOINTMENTS FOR YOU
AND YOUR DEPENDENTS OR FOR PAID
PROFESSIONAL DEVELOPMENT ACTIVITIES!*

- ❖ Last night, 1/9/23, the Administrative Team asked the Board of Education to approve the Staff Wellness and Improvement Program (SWIP) for the second semester of the 2022-2023 school year. The Board unanimously approved.
- ❖ SWIP provides an opportunity for all Holden R-III staff members to earn one additional leave day for each monthly pay period (from the 11th of the month to the 10th of the following month) in which the staff member has perfect attendance.
- ❖ Perfect attendance is defined as “no leave was used for sick, personal, bereavement, vacation, unpaid, or SWIP during a given pay period.”
- ❖ SWIP begins with the January 11, 2023 pay period and will continue through the June 10, 2023 pay period. Thus, an accumulation of up to five additional leave days could be earned through this program for the remainder of the 2022-2023 school year.
- ❖ SWIP days will be tracked separately from your normal leave time and days earned will appear on your monthly pay stub. The absence form has been updated to include SWIP days if they are utilized for wellness appointments.
- ❖ SWIP days earned will not roll over to the next school year.
- ❖ SWIP days earned can be utilized by staff members for wellness appointments during the school year, thus allowing a staff member to save their normal leave for future use or accumulation. SWIP can also be saved and utilized after the end of the school year as paid professional development days.
- ❖ SWIP days utilized as paid professional development days will be reimbursed to the staff member at the rate of \$110 per day. Professional development activities to earn the SWIP day stipend will be determined by the staff member in collaboration with their supervisor.
- ❖ SWIP professional development activities must be documented with the staff member’s supervisor and turned in prior to June 9th in order to receive the SWIP stipend.
- ❖ If you have any questions regarding SWIP, please contact Central Office at extension 5250.