

# **GCCA-RA**

## **REGULATION**

### **PROFESSIONAL / SUPPORT STAFF SICK LEAVE**

#### **Short-Term Disability Leave**

The District will provide to employees, short-term disability insurance. The payment for short-term disability shall be sixty-six and two-thirds (66 2/3) percent of the employee's weekly earnings, not to exceed one thousand one hundred fifty-five dollars (\$1,155) per week, which is paid by the designated carrier. The Elimination Period is the length of time of continuous disability which must be satisfied before an employee is eligible to receive benefits. If the disability is the result of an injury or sickness that occurs while covered under the plan, the Elimination Period is ninety (90) days. If the definition of disability is met, the employee may receive a benefit as stated in carrier plan documents. Voluntary employee-paid coverage is available for the first ninety (90) calendar days.

#### **Long-Term Disability Leave**

An employee for whom a leave of absence for long-term disability is authorized will notify the Human Resources department. The employee's name will then be placed on the Governing Board meeting agenda to notify the Board of such action.

Hospitalization and major medical insurance premiums may be paid by the employee at a group insurance rate through the District. The Arizona State Retirement System (ASRS) contributes toward premium payments. The District will continue to pay the employee's life insurance premiums for nine (9) months after leave is authorized. A waiver will then be sent to the insurance company for approval of continued coverage by the insurance company. If this waiver is approved, the employee will be covered until age sixty-five (65).

If the employee returns to District service within a year, all rights of tenure, retirement, accrued leave, salary increments, and other benefits provided by law shall be preserved at the level earned when leave was taken, and the employee will be considered for any position comparable to the original position, with the understanding that when an opening occurs in the category formerly held, the employee may be given consideration for the position.

If the employee does not return to work after one (1) year, the District has no further obligation to the employee. The employee will be terminated. This action will occur when the employee's name is placed on a Governing Board meeting agenda to notify the Board of such action.

#### **Accrual and Use of Sick Leave**

Sick leave is posted in hours. Two (2) days equivalent are advanced at the beginning of the work calendar with the remaining hours accruing each pay period to the maximum allowed per work calendar year. There will be no limit on the amount of sick leave that an employee may accrue. Sick leave is charged to the employee's record on an hourly basis. A "dock," or pay reduction may be made when the employee's absence exceeds the amount of sick leave the employee has accrued.

## **Annual Sick Leave Buy-back Option**

Glendale Elementary School District (GESD) offers a limited annual sick leave buy-back option for employees who are returning to work in the subsequent fiscal year, have accrued paid sick leave and meet certain criteria as defined herein. To be eligible to use the annual sick leave buy-back benefit, an employee may not have been on an improvement plan or received a letter of reprimand or any other form subject to any form of written discipline during the school year in which the employee seeks to buy-back the leave.

First-year employees must have a minimum balance of forty (40) hours of accrued sick leave banked to apply for the sick leave buy-back. All other employees must have a minimum of sixty-four (64) hours banked. Absences taken during the year will be deducted from the current-year accrual to determine available balance. The employee's sick leave balance will be reduced by the amount of sick leave purchased in the buy-back.

Pay-out rates are set as follows: 0-4 years of service at \$6.25 per hour; 5-9 years of service at \$7.50 per hour; 10+ years of service at \$9.375 per hour. The following table shows the maximum hours per year from current-year accrual that may be cashed out in eight (8)-hour increments only (*for example* 20 hours = 16 hours paid, 4 hours carried forward):

| <u>Years of Service</u> | <u>Maximum Hours Bought</u> | <u>Maximum Pay-Out</u> |
|-------------------------|-----------------------------|------------------------|
| 0-1                     | 8                           | \$50.00                |
| 2                       | 16                          | \$100.00               |
| 3                       | 24                          | \$150.00               |
| 4                       | 32                          | \$200.00               |
| 5-9                     | 40                          | \$300.00               |
| 10+                     | 40                          | \$375.00               |

An application period to request buy-backs will occur annually the first full week in May. The application window will open at 5 p.m. on Monday and close at 5 p.m. on Friday. Notice and instructions will be disseminated to employees two (2) weeks prior to the opening date via e-mail.

Buy-back requests will be granted on a first-come, first-served basis based upon the date and time of receipt.

Pay-outs will occur in the following fiscal year with the following options: in the first full pay period depending on employee's work calendar *OR* the pay period prior to winter break.

## **Sick Leave Buy-Back Upon Separation of Employment**

Employees with more than five (5) years of continuous service with the District may be eligible to participate in sick leave buy back benefit with respect to accrued but unused sick leave upon their resignation or retirement from the District. Employees must complete a full year and finish their contract/work agreement term and not have been under a performance improvement plan or subject to any form of written discipline during their final year of employment to be eligible.

Employees who resign or retire from the District with at least five (5) years but less than ten (10) years of continuous service may request sick leave buy-back of up to three hundred twenty (320) hours at \$8.125 per hour.

After ten (10) years of continuous service with the District, and upon resignation or retirement, each classification of employee will be reimbursed for accumulated sick leave based on the first

range of the employee's classified salary grade or fifteen dollars (\$15) per hour, whichever is less. There is a cap to the number of days that will be reimbursed as outlined in the table below. A contract year equals a year of employment for purposes of this policy. *Example:* The employee is required to complete ten (10) or more continuous school years first to last day to qualify or must resign/retire on the anniversary date to receive his/her ten (10) year sick leave buyback.

| <u>Years of Service</u> | <u>Maximum Hours Reimbursed</u> |
|-------------------------|---------------------------------|
| 5-9                     | 320                             |
| 10-14                   | 640                             |
| 15-19                   | 960                             |
| 20-24                   | 1,280                           |
| 25+                     | 1,360                           |

Anyone submitting a request after March 20 will be paid the following fiscal year. When extenuating circumstances preclude such notification by the above-noted timeline, the consideration will be given to applicant depending on the availability of funds. If funds are unavailable, applicant will be paid the following year.

#### **Leave Buy-Back or Payout for Those 55 and Over**

Employees who have reached or will reach their fifty-fifth (55th) birthday in the same year that they separate from service and will receive more than five thousand dollars (\$5,000) in a leave pay-out will receive their payment through an employer non-elective contribution into a specified 403(b) Plan or Post Retirement Incurred Medical Expenses Plan.