



Southeast Dubois County School Corporation 2025 Nine Month Employees Benefit Package

- Employees working at least six (6) hours per day are permitted to use all leave days in increments of one-quarter, one-half, and full day.
 - For example, if employee works:

	One-Fourth (.25)	One-Half (.50)	Full Day
■ Six (6) hours per day	1 hour and 30 min	3 hours	6 hours
■ Six and half (6.5) hours per day	1 hr. 38 min.	3 hr. 15 min.	6.5 hours
■ Seven (7) hours per day	1 hr. 45 min.	3 hr. 30 min.	7 hours
■ Seven and half (7.5) per day	1 hr. 53 min.	3 hr. 45 min.	7.5 hours
■ Eight (8) hours per day	2 hours	4 hours	8 hours
- Employees working less than six (6) hours per a day are permitted to use all leave days in increments of one-half and full day.
 - For example, if employee works:

	One-Half	Full Day
■ 5.75 hours per day	2 hrs. 53 mins.	5 hrs. 45 mins.
- Leave of absence should be reported in the Frontline system. A link to Frontline to submit an absence is located on the school website under Employee Information.
- Leave Balances are located on your electronic deposit advice
- Sick and Personal Leave Days:
 - Leave period is July 1 to June 30.
 - New employees' leave days are prorated based on the hire date.
 - Three (3) Personal Days (unused personal days at the end of the school year move to sick days)
 - Three (3) Sick Days – accumulate up to 18 sick days. The corporation will pay \$40.00 for any unused sick days above the maximum amount the employee can carry on the last check of the school year.
 - If an employee who has completed at least ten (10) years of service with the School Corporation and attained at least age fifty (50) retires or otherwise terminates employment, the School Corporation will pay \$40 for any accumulated sick/personal days.
- Bereavement Days:
 - For the purpose of bereavement leave, an “employee” shall be defined as being a person employed by the School Corporation for a minimum of twenty-five (25) hours per week for not less than nine (9) months per calendar year. Said employee must, during said absence, attend the burial rites of the stated family member; said burial rites must occur while said employee is performing duties as assigned by the School Corporation; and said burial rites shall not occur during the time when said employee is absent from assigned duties due to vacation, Holiday, or leaves of absences, or sick leave, which may have been previously granted or approved by the School Corporation. (Adopted by School Board 12/17/96)
 - In the case of the death of the following, the employee is entitled to be absent without loss of compensation:
 - Employee’s Spouse, Child, Step-Child, and Household Member
 - Seven (7) consecutive day period beginning, at the option of the employee, on the date of death or on the day following the date of death. Two (2) of the days may be used for legal matters, beyond such death.

- Mother, Father, Step-Mother, Step-Father, Brother, Sister, Father-in-Law, Mother-in-Law, not living in the household
 - Five (5) consecutive day period beginning, at the option of the employee, on the date of death or on the day following the date of death. Two (2) of the days may be used for legal matters, beyond such death.
 - Grandchild, not living in the household
 - Four (4) consecutive day period, one such being the date of burial rites.
 - Grandparent, Grandparent of the employee's spouse, Brother-in-Law, or Sister-in-Law not living in the household
 - Two (2) consecutive calendar days, one such being the date of burial rites.
 - Uncle or Aunt, Niece or Nephew of the employee or employee's spouse
 - One (1) day
- \$15,000 Term Life Insurance policy (must work 25 hours per week). Employees pay \$1 per year.
- Dependent Life Insurance available for spouse and children. Employees pay 100% of the cost (must work 25 hours per week)
- Payroll deduction available for annuities (403b) contributions for all employees from the following vendors: Lincoln National Life, American Fidelity Assurance, and Security Benefit.
- Section 125 benefits available through American Fidelity– cancer insurance, accident insurance
- Other Payroll Deductions Available: American Fidelity Assurance Life Insurance, American Fidelity Assurance Disability Insurance, Dubois-Pike Federal Credit Union
- 401a Employer match: Employees scheduled to work at least 600 hours per year are eligible for the 401a match. The employer match takes effect upon enrollment in a Security Benefit 403b plan. The School Corporation will match up to six percent (6%) of the employee's six percent (6%) 403b contribution. Employee contributions will be 100% vested immediately. The vesting schedule for the employer matching contribution will be a 5-year, 20% graded schedule.
- All employees are paid by direct deposit.
- All newly hired employees must have an Expanded Criminal History prior to employment.
- All newly hired employees are E-verified.
- Determining number of hours is the responsibility of the Superintendent and School Board
- Reporting times and other working conditions shall be the responsibility of the Principal.