

<b>ENTITLEMENT</b>	<b>DAYS PER YEAR</b>
Vacation	25
Sick	15
Personal	5 (no rollover)

### HOLIDAYS

The following holidays are recognized as days the employees are to be paid for and not expected to work:

Independence Day  
 Labor Day  
 Indigenous Peoples' Day  
 Veterans Day  
 Thanksgiving Day  
 Friday after Thanksgiving  
 Christmas Eve  
 Christmas Day  
 New Year's Eve  
 New Year's Day  
 Martin Luther King Jr. Day  
 Presidents' Day  
 Good Friday  
 Memorial Day  
 Juneteenth

When a holiday listed above falls on a weekend one full day will be granted, either before or after the holiday, at the discretion of the Administration.

### GENERAL INFORMATION

Flex time is available for specific positions when employees are required to attend events outside of their regular work day. This must be arranged in advance with approval from the employee's supervisor.

Life insurance benefit is 1x annual salary rounded to nearest 1000

All employees are required to be paid by direct deposit. Employees will receive notification of their direct deposit by electronic mail to an address designated by the employee.

Whenever an employee is absent from work as a result of a personal injury caused by an accident arising out of and in the course of his/her employment with the Board, and such absence is deemed compensable under the Workers' Compensation Act, he/she shall be paid his/her full net salary (gross

salary less deductions for state and federal income taxes and FICA/Medicare). No part of the absence will be charged to the employee's accumulated sick leave.

Guidance for delayed start or early dismissal days: Employees are expected to work a regular day unless advised otherwise by the Superintendent.

## WORK HOURS & WORK YEAR

Your scheduled work hours and work year are included on your employment memo. Your actual work schedule will be determined by your supervisor based on the needs of your position and can be changed with at least two (2) weeks' notice, except that no notice may be required in case of emergency.

## ENTITLEMENTS

Unless otherwise indicated in this document, pay and entitlements are based on a 1.0 FTE position for a full year of work, and will be prorated for part-time employment and/or a partial work year.

Each fiscal year you will receive 25 days of vacation on July 1st. Employees based in schools shall take paid vacation when school is not in session unless granted prior approval by the Superintendent. Accumulated vacation pay shall be granted to an employee in the event of resignation or retirement.

Sick leave may be used in one-hour increments. Any unused portion shall be cumulative to 150 days. No employee will be entitled to payment for unused sick time in the event of termination of service.

Personal days may be used in one-hour increments for non-recreational purposes only. In the event of termination of service, no employee will be entitled to payment for unused personal time.

Where an employee takes leave that qualifies under the federal Family and Medical Leave Act ("FMLA") for the employee's own illness, the employee shall be required to substitute accrued leave time for the FMLA leave.

Where an employee takes leave that qualifies under the federal Family and Medical Leave Act ("FMLA") that is not for the employee's own illness, up to 40 hours of the employee's sick time can be used for the FMLA leave.

Employees are allowed up to five (5) days of bereavement per year for the death of a spouse, child, parent (in-law), sibling (in-law), grandparent, or grandchild. If an employee's bereavement leave is exhausted, they may also use personal leave for a death in the family or take the time without pay with prior approval of the Superintendent.

An employee may request an unpaid leave of absence for other reasons subject to the approval of the Superintendent. For such leaves of absence, the rate of deduction shall be the number of hours based on the employee's regular hourly rate. Except as otherwise required by law, employees on unpaid leave may continue their insurance coverage at the current active employee group rate, as was available to such employee at the time the leave was granted, provided the employee pays the cost of each insurance premium, in advance, to the Board. Failure to do so will terminate the employee's right to benefits.

Absences must be entered into Frontline prior to 6:30 AM on the day of the absence, except in cases of emergency. Absences must also be reported in accordance with direction provided by the employee's

supervisor. Absences will not be adjusted retroactively in cases of school delays, early dismissals, or closures.

## EVALUATIONS

Evaluations should be completed annually by your supervisor no later than June 30<sup>th</sup>. Pay increases for the next fiscal year are typically dependent upon the employee's evaluation rating. However, pay increases may be limited during years with significant budget constraints.

As an at-will employee of Norwich Public Schools, either you or the District may terminate the employment relationship at any time. There is no contract for your position.