4205-R Convenience Leave

Convenience Leave should be requested at least one week in advance, whenever practical. Convenience leave will not be granted on the opening or closing day of school, or on the day before or after a holiday, unless an exception is approved by the appropriate supervisor. Convenience leave will be prorated for employees working less than 40 hours per week.

Non-Administrative Certified Employees and Licensed Professional Staff

~~Twenty-four (24)~~ Thirty-two (32) hours of convenience leave will be granted to non-administrative certified and licensed professional employees with less than ten (10) years of employment ~~the District~~. Non-administrative certified employees and licensed professional employees with ten (10) or more years of employment ~~with the District~~ will receive ~~thirty-two (32)~~ forty (40) hours per year.

Educational Support Personnel

For the first year of employment, educational support personnel will earn convenience leave at the rate of ~~six (6)~~ eight (8) hours per quarter of the fiscal year. Educational support personnel will become eligible to use earned convenience leave after the first payroll of the quarter. Convenience leave will be prorated based on the employee's full-time equivalency (see chart below).

After the first year of employment, ~~twenty-four (24)~~ thirty-two (32) hours of convenience leave will be granted to educational support personnel with less than ten (10) years of employment ~~with the District~~. Educational support personnel with ten (10) or more years of employment ~~with the District~~ will receive ~~thirty-two (32)~~ forty (40) hours of convenience leave.

Administrative, Educational Support Personnel Supervisors, Managers, and Salaried Non-Exempt Employees

~~Thirty-two (32)~~ Forty (40) hours of convenience leave will be granted to employees with less than 10 years of employment ~~with the District~~. Employees with ten (10) or more years of employment ~~with the District~~ will receive ~~forty (40)~~ forty-eight (48) hours of convenience leave.

Prorated Convenience Leave Chart

Convenience leave is earned based on an employee's FTE percentage. For the purpose of leave accrual, an FTE (full-time equivalency) for staff is eight (8) hours per day. See the chart below for examples:

		Less than 10 years	**10 or more years of service**
FTE-Full Time Equivalency	Hours Worked Per Week	Convenience Hours Earned per Year	Convenience Hours Earned per Year
.5	20 hours	~~12~~ 16 hours	~~16~~ 20 hours
.75	30 hours	~~18~~ 24 hours	~~24~~ 30 hours
.875	35 hours	~~21~~ 28 hours	~~28~~ 35 hours
1	40 hours	~~24~~ 32 hours	~~32~~ 40 hours

Convenience Leave Bank

At the end of the fiscal year, unused convenience leave (to a maximum of ~~thirty two (32)~~ forty (40) hours) will be converted to the employee's Convenience Leave Bank. These days may be used in subsequent years, as determined by the employee and approved by the supervisor. At the end of the fiscal year any convenience leave that an employee has in excess of ~~thirty two (32)~~ forty (40) hours) maximum allowed in the Convenience Leave Bank will be converted to sick leave.

Freeze Benefit Leave

Freeze Benefit Leave is a leave type which may be granted to employees, with board approval only, for certain school years when no salary increases are approved, and employee salaries are "frozen". All guidelines regarding use of convenience leave also apply to use of Freeze Benefit Leave. Freeze Benefit Leave amounts were based on the employee's FTE percentage. Unused Freeze Benefit Leave is cumulative. See the following chart ~~for Freeze Benefit Leave~~:

School Year	Hour Amount
1987-1988	24 hours
2015-2016	8 hours
2016-2017	8 hours

COVID-19 Convenience Leave

Eight hours of COVID-19 Convenience Leave was given to employees* for the 2021-2022 school year. COVID-19 Convenience Leave amounts were based on the employee's FTE percentage.

**Eligible employees* for COVID-19 Convenience *Leave were those employees who were unable to use their assigned convenience days due to the pandemic. Eligible employees were given up to one day (8 hours).*

ADOPTION DATE:
September 27, 1988; Revised August 27, 1991; March 27, 1995 17, 1993; Revised: February 20,1994; Revised April 10, 2000; Reviewed December 12, 2006; Revised January 13, 2015; Reviewed May 26, 2015; Revised May 24, 2016; Revised June 13, 2017; Revised January 24, 2023; Revised July 16, 2025

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4200, 4245, 4065, 4065-R

ADMINISTRATIVE REGULATION: