

Discretionary Leave – End of Year Carry Over

CERTIFIED: 13.1 Discretionary Leave

- A. Each member will be allowed three days of discretionary leave per year. Two discretionary leave days may be carried over each year for a maximum of five discretionary days to be used in any one year. Members electing this option shall notify the District business office by **May 15**.
- E. Discretionary leave shall be taken in minimum increments of one-half day. At the end of each contract year, unused leave shall be compensated at the daily statewide substitute rate for teachers or carried over according to Section 13.1(A).

CLASSIFIED: Section 5. Discretionary Leave:

- A. Each Classified employee will be allowed three (3) days of discretionary leave per year. Two discretionary leave days may be carried over each year for a maximum of five discretionary days to be used in any one year. Members electing this option shall notify the District business office by **May 15**. If discretionary days are not used or carried over within the school year, they will be compensated at the rate of the employee's full day sub rate salary.

ADMINISTRATION/CONFIDENTIAL:

Two discretionary leave days may be carried over each year for a maximum of five discretionary days to be used in any one year. An employee electing this option shall notify the District business office by **May 15**. If discretionary days are not used or carried over within the school year, they will be compensated at the rate of half of the employee's usual daily salary.

I hereby select to carry over my unused discretionary leave:

Certified/Classified/Administration/Confidential: no more than two (2) days (in half-day increments if less than full day)

Days to carry over for the following year: ____

____ Name (Printed) _____

Date: _____

Signature