

**PROFESSIONAL / SUPPORT STAFF
SICK LEAVE**

Sick leave for certificated and support staff personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include:

- | | |
|---------------------|---------------------------------|
| Spouse | Grandchildren |
| Children | Parents of spouse |
| Parents | Brothers or sisters of spouse |
| Brothers or sisters | Sons-in-law or daughters-in-law |
| Grandparents | |

Exceptions to the above must have Superintendent approval.

Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on nonduty days.

Each full-time staff member shall be credited with a sick leave allowance of up to ten (10), eleven (11), or twelve (12) days, determined by contract length:

- Twelve (12) month employees ----- twelve (12) days
- Eleven (11) month employees ----- eleven (11) days
- Ten (10) month employees ----- ten (10) days

The unused portion of such allowance shall accumulate to a maximum of ninety (90) days.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any staff member who does not serve a full school year shall be prorated.

Sick leave may be used for childbirth from the time the physician verifies that the employee is physically unable to perform her normal duties until the time the physician verifies that her condition is satisfactory to resume her normal duties. Sick leave for childbirth will not extend beyond six (6) weeks without the physician's verification. If the employee does not wish to return to her duties, an extended leave of absence must be requested, consistent with existing District policy.

At the time sick leave is requested, staff members shall inform the Superintendent of the following:

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent). The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine (1) whether or not the continued use of sick leave is appropriate or (2) whether return to duty is appropriate.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

Sick Leave Buyback

Sick leave is a benefit to provide protection against the loss of salary in case of illness. In an effort to motivate employees toward proper use of this benefit, the District will "buy back" unused sick leave days under the following conditions:

- An employee who has forty (40) or more days of accumulated sick leave may request payment for up to fifteen (15) days at the rate of thirty dollars (\$30) per day, provided that the request is received on or before March 15. This action cannot be rescinded.
- Payment for the purchase of unused sick leave will be made at the end of the fiscal year or at the beginning of the next fiscal year, at the convenience of the District.
- An employee who breaks a contract with the District will forfeit any right to buyback privileges.

- An employee who is released in midyear by mutual consent of the Board and the employee may request buyback at the end of the fiscal year or at the beginning of the next fiscal year, at the convenience of the District.
- An employee's sick leave can accumulate up to ninety (90) days. Upon retirement, the maximum buyback of unused sick leave is ninety (90) days at the rate of thirty dollars (\$30) per day.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-502

**GCCA ©
PROFESSIONAL / SUPPORT STAFF
SICK LEAVE**

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed:

Twelve (12) month employment	twelve (12) days
Ten (10) month employment	ten (10) days

The unused portion of such allowance shall accumulate to a maximum of ninety (90) days, at which time no more sick leave can be accumulated. As accumulated sick leave days are used and drop below ninety (90) days, an eligible employee may again accumulate sick leave up to the maximum limit.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

If an employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

Upon request, the staff member shall inform the Superintendent of the following:

- A. Purpose for which sick leave is being taken.
- B. Expected date of return from sick leave.
- C. Where the staff member may be contacted during the leave.

Use	of	Earned	Paid
Sick Time			

Earned paid sick time shall be provided to an employee by an employer for:

- A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;

B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;

C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non-compliance with such a policy.

An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

As defined in statute (A.R.S. 23-371), "family member" means:

A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;

B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who

stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;

C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;

D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or

E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice:

A. Employers shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the employer or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities under can be answered.

B. The required notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.

C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.

D. The Industrial Commission of Arizona shall create and make available to employers, in English, Spanish, and any language deemed appropriate by the commission, model notices that contain the information for employers' use in complying with the statute.

E. Employer violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. 23-364.

Accrual:

A. Employees of an employer with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the employer selects a higher limit.

B. Employees of an employer with fewer than fifteen (15) employees shall accrue a minimum of one hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than twenty-four (24) hours of earned paid sick time per year, unless the employer selects a higher limit.

C. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later. An employer may provide all earned paid sick time that an employee is expected to accrue in a year at the beginning of the year.

D. An employee may use earned paid sick time as it is accrued, except that an employer may require an employee hired after July 1, 2017, to wait until the ninetieth (90th) calendar day after commencing employment before using accrued earned paid sick time, unless otherwise permitted by the employer.

E. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.

F. Earned paid sick time shall be carried over to the following year, subject to the limitations on usage indicated above for employees of employers with fifteen (15) or more employees and employees of employers with fewer than fifteen (15) employees. Alternatively, in lieu of carryover of unused earned paid sick time from one (1) year to the next, an employer may pay an employee for unused earned paid sick time at the end of a year and provide the employee with an amount of earned paid sick time that meets or exceeds the requirements in statute that is available for the employee's immediate use at the beginning of the subsequent year.

G. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.

H. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid time that had not been used shall be

reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.

I. When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original employer, and are entitled to use earned paid sick time previously accrued.

J. At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee.

Any employer with a paid leave policy, such as a paid time off policy, who makes available an amount of paid leave sufficient to meet the accrual requirements of this section that may be used for the same purposes and under the same conditions as earned paid sick time under this article is not required to provide additional paid sick time.

Nothing in statute shall be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.

Retaliation Prohibited

It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

An employer shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

It shall be unlawful for an employer's absence control policy to count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

Adopted: June 12, 2017

LEGAL
A.R.S.
15-187
15-502
23-363
23-364
23-371
23-372
23-373
23-374
23-375

REF.:

CROSS
GCBA - Professional Staff Salary Schedules

REF.:

**GCCA
PROFESSIONAL / SUPPORT STAFF
UNDIFFERENTIATED LEAVE**

(Sick, Emergency, Bereavement, Religious, Personal)

Leave for District personnel is a designated amount of compensated leave (for those who have accumulated such leave) that is to be granted to a staff member who, through personal or family medical causes, emergency, bereavement, religious or personal reasons is unable to perform the duties assigned. Family, for the purpose of medical/bereavement leave reasons, shall include:

As defined in statute (A.R.S. 23-371), "family member" means:

A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;

B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;

C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;

D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or

E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Requests for leave, or leave without pay, aside from sickness and/or bereavement, must be received prior to the first day of leave and must be approved by the Superintendent. Requests shall be acted upon in order of receipt, and the availability of substitutes may limit the number of requests granted at any one time. All employee should use professional discretion in making requests.

Requests for leave days to be taken concurrently, aside from medical or bereavement, must be accompanied by a letter of explanation.

Leave may not be granted during the following periods:

Williams
USD

A. On the day immediately preceding or following any holiday or vacation.

B. During the first two (2) calendar weeks of school or the last two (2) calendar weeks of school.

If leave is granted by the Superintendent, the employee will use two (2) leave days for each one (1) day of leave requested. For cases of a documented emergency or bereavement, the double dock may be waived at the Superintendent's discretion.

Each staff member shall be credited with a leave allowance at the rate of one (1) day per month up to ten (10), eleven (11), or twelve (12) days, determined by the number of months employed:

Twelve (12) months employment	Twelve (12) days
Eleven (11) months employment	Eleven (11) days
Ten (10) months employment	Ten (10) days

A. Employees of an employer with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the employer selects a higher limit. This will apply to all Substitute Teachers, Substitute Classified Staff, and Summer Workers.

B. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later. An employer may provide all earned paid sick time that an employee is expected to accrue in a year at the beginning of the year. This will apply to all Coaching Staff.

C. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A) (1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.

D. Earned paid sick time shall be carried over to the following year, subject to the limitations on usage indicated above for employees of employers with fifteen (15) or more employees and employees of employers with fewer than fifteen (15) employees. Alternatively, in lieu of carryover of unused earned paid sick time from one (1) year to the next, an employer may pay an employee for unused earned paid sick time at the end of a year and provide the employee with an amount of earned paid sick time that meets or exceeds the requirements in statute that is available for the employee's immediate use at the beginning of the subsequent year.

E. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section. Leave will be transferred to the appropriate leave plan that applies to the new position.

F. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid time that had not been used, or paid out, shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.

G. At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee. The Superintendent will be responsible for approval or denial of such accrual.

The unused portion of such allowance shall accumulate to a maximum of one hundred eighty (180) days, at which time no more leave can be accumulated. As accumulated leave days are used and drop below one hundred eighty (180) days, an eligible employee may again accumulate leave up to the maximum limit.

When a staff member exhausts all days of accumulated leave, an unpaid leave of absence must be requested, pursuant to District policy. Leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month. Leave of any staff member who does not work a full day shall be prorated at by their full-time equivalent (FTE).

Family leave, for purposes of medical reasons and/or bereavement, shall not exceed a period of five (5) days, unless approval is granted by the Superintendent.

Medical reasons may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

Leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

Leave may be used by a staff member who is, or will be, the father or the grandparent of a newborn child will be allowed two (2) days of leave for the birth. In the event of medical complications, more than two (2) days of leave may be allowed.

Upon request, the staff member shall inform the Superintendent of the following:

- A. Purpose for which leave is being taken.
- B. Expected date of return from leave.
- C. Where the staff member may be contacted during the leave.

Leave for medical reasons is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent). The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of leave is appropriate or 2) whether return to duty is appropriate.

Any employee who can be shown to have willfully violated or misused the District's leave policy, or misrepresented any statement or condition, will be subject to discipline which may include reprimand, suspension, and/or dismissal.

Bereavement Leave

An employee may be granted leave, upon request to the Superintendent, up to five (5) days of leave per fiscal year, with pay, to be used in the event of death in the employee's family as defined in Policy GCCA. The Superintendent may choose to grant less than five days per event depending on the circumstances.

Bereavement leave requests must be submitted to the site's office administrator. The form must be received by the end of the pay period following the absence. If the requested documentation is not received by the specified deadline, the absence will be adjusted to unpaid status. Extensions of bereavement leave beyond five (5) days may be granted upon personal request to the human resources department. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued paid leave. In the absence of any accrued paid leave, and upon request, the human resources department may approve an unpaid leave of absence for each day of extended bereavement leave used.

Use of Earned Paid Sick Time

Earned paid sick time shall be provided to an employee by an employer for:

- A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;

B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;

C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non-compliance with such a policy.

An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

Leave Buyback

Upon resignation from continuous employment with the District, certificated and support staff will be compensated for unused accumulated days of leave, based on the following guidelines:

Amount of reimbursement as a percent of lowest current substitute pay for certificated staff and current hourly rate for classified staff.

<u>Years in District</u>	<u>Percent of lowest sub pay (certified) or current hourly rate (classified)</u>
0-9 years	50%
10-19 years	75%
20 or more years	100%

A. An employee who plans to retire from the District and has notified the District business office one (1) year in advance of the planned retirement date, will receive a minimum of fifty percent (50%) of the lowest current substitute pay rate for each day of accumulated leave.

B. The Governing Board retains the right to review this policy annually and adjust as needed.

C. The Governing Board retains the right to waive certain requirements for eligibility after consideration of extenuating circumstances on a case-by-case basis.

D. The Governing Board retains the right to start issuing the leave buyback funds beginning the next fiscal year after the one in which the employee resigns or retires and on a payment schedule agreed upon by the Board and employee.

E. Pay earned through leave buyback must go through the normal payroll process.

F. The buyback, per day of leave, will not exceed the employee's daily rate of pay. District staff who are not considered full-time employees, i.e., work less than eight (8) hours per day, will have leave buyback prorated.

G. In the event an employee should die while in the employment of the District, the employee's designated beneficiary shall be paid for the unused accumulated leave. The District will maintain a current beneficiary designation for each employee.

Retaliation Prohibited:

A. It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

B. An employer shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with

the commission or courts or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

C. It shall be unlawful for an employer's absence control policy to count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

D. Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

Adopted: September 12, 2018

LEGAL

REF.:

A.R.S.

15-187

15-502

23-363

23-364

23-371

23-372

23-373

23-374

23-375

CROSS

REF.:

GCBA - Professional Staff Salary Schedules

General Buyout Provisions for Professional and Support Staff

Accumulated Undesignated leave shall be paid at the per diem rate (daily rate) per day for leave accumulated after July 1, 2010, subject to the notice provisions listed below. Unused undesignated leave accumulated prior to June 30, 2010, shall be reimbursed at the rate of fifty dollars (\$50) per day. Use of leave shall be used or paid out on a "first in/first out" basis.

Each staff member shall be credited with undesignated leave allowance at the rate of one (1) day per month up to twelve (12) days per year (see paragraph 1). The District encourages all employees to buy back annually unused undesignated dates. This payment will occur at the end of each school year and will be paid at the reimbursement rate(s) provided above. A separate request must be made each calendar year to be effective.

Any employee who elects to have days reimbursed must notify the District no later than March 15 of the year during which reimbursement is requested or if at a later date must have special approval by the Superintendent. The notice must be in writing and include the number of days for which reimbursement is requested.

Any employee who plans to leave the District shall notify the Superintendent by March 15 or if at a different date must have special approval by the Superintendent, so the business manager can arrange for payment of unused leave following the employee's last day of service at the per diem rate.

The amount of accumulated leave available to the employee, the amount of leave taken by the employee to date in the year, and the amount of pay the employee has received as leave time shall be recorded in, or on an attachment to, the employee's regular paycheck.

Any staff member who does not serve a full school year shall have leave days prorated at the rate of one (1) day per month.

Grand Canyon USD

Justin Roberson

From: Melani Velazco
Sent: Wednesday, May 25, 2022 11:04 AM
To: Justin Roberson
Subject: RE: sick leave thoughts

90 days is too many! I think cut it back to 40 maximum accrual and then possibly be able to buy back 10 each year at \$50.00 each. I like the idea of encouraging staff to buy back at the end of each year.

From: Justin Roberson
Sent: Wednesday, May 25, 2022 10:48 AM
To: Melani Velazco <MVelazco@MCSD10.org>
Subject: FW: sick leave thoughts

From: Rick Zink <RZink@MCSD10.org>
Sent: Wednesday, May 25, 2022 10:43 AM
To: Justin Roberson <JRoberson@MCSD10.org>
Subject: sick leave thoughts

Just a few thoughts on my understanding of sick leave:

1. We earn 1 sick day per month
2. We can accrue no more than 90 days
3. We can cash in no more than 15 days for 30.00 per day
4. If I am sick the district pays me and has to pay a sub so if I am here I save the district money
5. Having worked in education since the inception of "Dirt" I have heard many teachers state they are taking a day off "just because they have a sick day"
6. The current policy does little to incentivize those of us that rarely use sick time
7. At my other job we accrue PTO days, I believe up to 90 hours per year. Each year the employer pays out, if requested, at full hourly rate, the accrued hours.
8. This incentivizes employees to attend work as scheduled.

These were just some thoughts about our policy

Thank you for all you do! I'm truly honored to work for someone with such integrity

Rick