

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: GDC**

**CLASSIFIED STAFF LEAVES, ABSENCES AND RETIREMENT INCENTIVE**

All leave is subject to approval or disapproval by the Superintendent, building principal, or designated supervisor. Applications should be submitted as far in advance as possible. All leave is granted in units of half or full days for contract-based classified staff and hourly for classified staff that is paid by the hour. Final authority for approval or disapproval of all leave rests with the Superintendent.

**ILLNESS AND BEREAVEMENT LEAVE**

All classified employees working a regular, daily schedule are entitled to one and two tenths (1.2) leave days accrual per month for personal illness, family illness and bereavement leave, accumulative to 160 days. In order to qualify for personal or family illness leave benefits under this policy, the board and/ or its designee reserve the right to require the employee to submit a personal affidavit and/or a physician's statement verifying that the employee or member of the immediate family or someone substantially under the care of the employee as approved by the superintendent or his/her designee, was ill on the days claimed.

In the event of a death in the family or a person established as a significant other, as defined in policy GCCAAC, to the employee, the benefits under this policy may be used for bereavement leave. The Board or its designee reserves the right to stipulate length of bereavement per occurrence.

In the event the employee's absence is due to a work-related illness or injury for which the employee is receiving worker's compensation benefits, the employee will be entitled to receive sick leave only in the amount equivalent to the difference between the worker's compensation benefit received and the regular salary the employee would have received had he/she elected to take sick leave. For purposes of calculating the amount of sick leave used, any payment used to supplement the worker's compensation benefit which is less than one-half day's salary shall count as one-half day's sick leave, and any sick leave paid in excess of one-half day's salary shall count as a full day's sick leave for each day the benefit is received. In the event of payment of sick leave prior to a determination by Workers compensation that an individual is entitled to an award of Workers compensation to the employee for wages, which determination is made retroactive, the employee will be given the option of repaying to the District any overpayment received by the employee for sick leave or, alternatively, having the District withhold future sick leave payments until the overpayment is made up.

Classified staff who have 15 years of continuous employment with district, who have accumulated at least the equivalent of 60 days of sick leave and who tender their notice to retire from the district on or before the 15<sup>th</sup> day of February, will receive a variable incentive retirement payment based on the average of daily hours worked during the last seven years of employment with the district. For every day of accumulated sick leave beyond the 60<sup>th</sup> day, an incentive of \$25.00 per day to \$50.00 per day will be provided to the retiring employee. For every day of sick leave beyond the 60<sup>th</sup> accumulated day of sick leave, the retiring employee shall receive an incentive payment as follows: eight hour work day, \$50.00 per day, not to exceed \$5,000; seven hour day, \$43.75 per day not to exceed \$4,375; six hour day, \$37.50 per day, not to exceed \$3,750; five hour day, \$31.25 per day, not to exceed \$3,125; and four day, \$25.00, not to exceed \$2,500. This benefit shall remain in place until February 16<sup>th</sup>, 2019, unless the Board of Trustees takes additional action to modify or extend this retirement incentive beyond February 16<sup>th</sup> 2019.

**PERSONAL LEAVE**

Each classified employee shall be entitled to two (2) days personal leave per year. Unused personal days (excluding docked personal days) may be carried to the following year and accumulate to a limit total of four (4) personal days. Personal days carried over to the following year will displace the same number of dock days. The total number of personal days and dock days may not exceed seven (7) total days of leave in any given year.

This leave shall be for personal reasons at no cost to the employee. Personal leave immediately preceding or immediately following regularly scheduled school vacations will be allowed only with permission of the board and/or its designee. Such permission may be granted when, in the board's and/or its designee's judgment, the

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request is justifiable and adequate staffing of the district's classrooms and activities will not be jeopardized. In all cases, substitutes will not be hired to replace employees on days of fully paid personal leave.

Personal leave shall be computed in increments of not less than one-half (1/2) days. At the close of each fiscal year, the unused portion of personal leave shall be transferred to the employee's sick leave allowance provided the maximum 160 days sick leave accumulation shall not be exceeded, unless the employee elects to carry forward unused personal leave not to exceed 4 days total. Classified staff wishing to carry forward unused personal leave must notify the Business Office payroll staff by no later than June 30.

Each classified employee may also request docked personal leave days with a maximum number of personal and personal docked days not to exceed seven (7). The employee pays the substitute cost or the rate of pay of a daily substitute if a substitute is not needed. These days shall be pre-arranged and pre-approved with the superintendent or his/her designee. The intent is that the additional personal days be used only for special and/or significant reasons.

*\*\*This district does not have a policy of additional leave without pay which extends beyond the combination of 7 days of personal leave and docked personal leave for which the employee pays the cost of the substitute, whether or not a substitute is needed; however, the superintendent, as designated by the board, may grant additional days of leave with a complete dock of pay for each granted day in extreme extenuating circumstances. Each such request will be considered on a case-by-case basis and the decision to grant or deny such a request shall rest with the superintendent.*

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