

## **PROFESSIONAL STAFF VACATIONS, HOLIDAYS, PERSONAL LEAVE, AND SICK LEAVE**

### **Vacation**

All 12-month full time professional staff will be granted 20 days of paid vacation leave on July 1 of their initial contracted year and each July 1 thereafter. Non-certified directors will be granted paid vacation days on a pro rata basis on the date of hire in their initial contract year. Once an employee has served ten years with the district, beginning July 1 or for non-certified directors date of hire of their eleventh year they will be granted 25 days of paid vacation leave, and after an employee has served fifteen years, beginning July 1 or for non-certified directors date of hire of their sixteenth year they will be granted 30 days of paid vacation leave.

Unused vacation days are cumulative to 50 days. Employees will not receive compensation in lieu of vacation days not taken. Days accumulated over the 50 days limit will be lost with no compensation to the employee. Terminating employees will be paid unused vacation leave up to a maximum of 50 days.

Vacation leave must be approved in advance by the employee's immediate supervisor.

Part-time or full-time, 9 and 10 month employees are not eligible for vacation leave.

### **Holidays**

The following holidays will be granted with pay to all 12-month full-time certified personnel. Others may be declared by the Superintendent.

New Year's Eve Day	Labor Day
New Year's Day	Fall Recess Day
Good Friday - Easter Monday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve Day
President's Day	Christmas Day

If any of the above holidays fall on a Saturday or Sunday, additional time off may be given by the Superintendent.

### **Personal Leave**

All full-time 10 and 12 month professional staff will acquire 4 personal days beginning July 1 of each contract year. Additional days (not to exceed two [2]) may be taken at the expense of substitute wages.

All full-time 10 and 12 month staff may choose to exchange 3 sick days for 1 personal day with a limit of 5 additional personal days. Sick leave days must belong to the employee, they cannot be donated from other employees or utilized from the sick leave bank. Additional personal days can only be requested after the use of their initial personal days.

Two (2), additional days may be requested at the expense of a substitute's wages for unusual or extraordinary circumstances. Request for these additional, two (2) days need to be submitted to the Office of Human

Resources for approval with an explanation for the request. Request for these two (2) additional days must meet district criteria for unusual or extraordinary circumstances which includes, but is not limited to, the following:

1. Professional Course work for staff members not covered under the District Professional Leave Policy.
2. Death/Funerals for individuals not covered under the current District provisions of immediate, family members. (i.e., Family friends or extended family members.)
3. Personal, legal issues or court appearances that are not included by District policy for jury duty.
4. Unforeseen emergency situations that might include property damage to homes and vehicles, police assistance, or legal counsel or that may cause undue hardship to employees.

Additional days are not to be used to extend vacations, holidays, trips for personal pleasure or personal, financial gain. The original days must be taken before the two (2) days for unusual or extraordinary circumstances.

Personal leave requests must be submitted at least one (1) week in advance, if possible, indicating the day(s) intended to be absent. Personal leave requests may not be submitted after May 1.

One of the purposes of Sweetwater One's scheduled teacher contract days is to recognize and provide opportunities for best practices within professional learning communities, planning, and professional development.

However, the Board also desires to be supportive of its employees' other interests and needs, especially those centered on supporting family. For that reason, each employee may use up to three of their personal days per year during designated staff contract days that are designated as a non-student contact day. Personal days cannot be purchased for non-student contract days.

If a staff member absences themselves from work even after being denied their personal leave request by their supervisor, a written reprimand for insubordination will be added to the employee's personnel file; and a reduction of the employee's daily rate of pay from their salary for each day missed. In the judgment of the Administration, if an unacceptable attendance pattern is developing, the employee involved will be formally notified in writing. The notification will be placed in the employee's personnel file and considered to be pertinent to future employment within the school district.

Personal leave days not used will be either:

- A. Credited to each professional employee's salary in the amount equal to the prevailing substitute salary, on a per diem basis, and issued at the conclusion of the school year; or
- B. Credited to the professional, employee's sick leave days at the conclusion of the school year.

Professional employees will notify the Business Office not later than May 1 of each year of their desire of Option A or Option B. Failure to notify the Business Office not later than May 1 will be assumed to mean the employee has elected Option B.

Personal days may not be accumulated from one year to the next.

## **Sick Leave**

Sick leave is interpreted as the illness of the employee or a serious illness or death of a relative or dependent

of the employee that necessitates his/her absence from work. If the full-time employee has used accumulated sick leave, additional days may be granted at the discretion of the Superintendent and Human Resource Director.

1. All full-time 10-month professional employees will receive 11 sick days per contract year. There is no limit on accumulated days. Sick leave will not be granted in advance of its being earned. Upon separation of professional staff, all accumulated unused sick leave will be donated by default to the Sick Leave Bank.
2. All full-time 12-month professional employees will receive 12 sick days per contract year. There is no limit on accumulated days. Sick leave will not be granted in advance of its being earned. Upon separation of professional staff, all accumulated unused sick leave will be donated by default to the Sick Leave Bank.

Adopted 4/11/11

Revised 5/11/2020

School District #1, Sweetwater County, WY