

HOW LEAVE IS EARNED

STATE PERSONAL LEAVE

PROFESSIONAL (EXEMPT) AND CLASSIFIED (NON-EXEMPT) PERSONNEL

Employees are allotted state personal leave annually, typically on July 1, a maximum 40 hours (5 days) of state personal leave. The state personal leave is allotted in hours based on the expected number of annual hours worked rounded to the nearest decimal up to the maximum hours. Employees less than 1.0 FTE will be advanced state personal leave based on their percentage employed.

State Personal Leave Earnings Chart at Hire

FTE % (Full time employment)	Hours scheduled to work per day	Max Hours allotted annually
1.00	8	40
0.88	7	35
0.75	6	30
0.63	5	25
0.50	4	20

If an employee separates from employment with the District before his or her last duty day of the year, the hours not earned will be decremented from their balance, or deducted from their last paycheck if no leave balance available.

State Personal Leave Earnings Chart at Resignation

Days worked from	Days worked to	DAYS EARNED	EQUIVALENT HOURS EARNED (1.0 FTE)
1	18	0.5	4
19	36	1	8
37	54	1.5	12
55	72	2	16
73	90	2.5	20
91	108	3	24
109	126	3.5	28
127	144	4	32
145	162	4.5	36
163	260	5	40

Scenarios:

Employee has 230-day work schedule, is a 1.0 FTE, and has resigned effective December 21, 2016. Employee will have worked 116 days. **Employee will have earned 28 hours (3.5 days) of state personal.** State Personal leave balance will be reduced by 12 hours (1.5 days).

- See Appendix on page 6 for additional examples

LOCAL SICK LEAVE and VACATION (if applicable)

The **maximum** amount of local sick leave an employee can earn per school year is seven (7) based on their work schedule days. Employees do not earn sick leave for hours worked over their normally scheduled work day, overtime hours, supplemental pay hours, or unpaid days. Local sick leave is accrued according to the guidelines below. Vacation days are addressed separately by employee category.

Sick Leave Plan Max Limits for AUX, PARA, and Certified Employees

Work Schedule (# of days)	Sick LIMIT (1.0 FTE)	Sick LIMIT (0.88 FTE)	Sick LIMIT (0.75 FTE)	Sick LIMIT (0.63 FTE)	Sick LIMIT (0.5 FTE)
Less than 180 days	36	31.68	27	22.68	18
180-189	40	35.2	30	25.2	20
190-199	44	38.72	33	27.72	22
200-209	48	42.24	36	30.24	24
210-219	52	45.76	39	32.76	26
200+	56	49.28	42	35.28	28

AUXILIARY: LOCAL SICK AND VACATION

The local sick leave accrual for auxiliary employees is based on an 8-hour work day and does not include overtime. Auxiliary employees scheduled for 260-days also earn vacation days in addition to the local/state leave. The sick leave/vacation accruals for a two week pay period are calculated as follows. *See Appendix on page 6 for examples.*

Number of Days in Work Schedule	Local Sick	Vacation days *
Less than 230 days	Regular hours worked x 0.028	
230 Days	Regular Hours worked x 0.0305	
260 Days (with less than 15 years District experience)	Regular hours worked x 0.028	Regular hours worked x 0.041666
260 Days (with more than 15 years District experience)	Regular hours worked x 0.028	Regular hours worked x 0.0625

**The maximum amount of vacation a 260-day auxiliary employee can earn per school year is ten (10) days (with less than 15 years of District experience) or fifteen (15) days (with more than 15 years district experience).*

**Auxiliary employees will be required to use all earned accrued vacation leave (excluding days accrued during the current year's work schedule) by January 1st of the current school year. This is the carry over balance.*

EX: Vacation balance as of 6/30 of the current year will be the "carryover" balance that will need to be used by January 1.

PARAPROFESSIONAL: LOCAL SICK LEAVE, VACATION, BANK TIME

Paraprofessional employees will accrue local sick leave for every scheduled hour that is paid in a two week pay period until you reach the max limit for the school year for your scheduled days (see chart on page 2 for max limits).

Number of Days in Work Schedule	Local Sick	Vacation days	Bank Time (1.0 FTE Max limit)
Less than 220 Days	Regular hours worked x 0.028	N/A	80 hours
220 Days	Regular Hours worked x 0.0305	N/A	80 hours
230 Days	Regular Hours worked x 0.0305	Please see below	80 hours

* Bank Time hours are earned at the discretion of the Principal/Supervisor. Hours in excess of your max limit will be paid. Max Limit is based on your FTE. (EX: 0.50 FTE is 40 hr max limit). Please refer to the [Bank Time Pay Schedule](#).

PARAPROFESSIONAL VACATION: 230- day Work Schedule

First year employees with a hire date on or after July 1 of the current school year on a 230-day para schedule will earn 1.53 vacation hours each check until the max 40 hour limit is reached. The full five days (40 hours) vacation will be allotted at the start of the **second** year of employment on or around July 1.

Current paraprofessional employees in a 230 day work schedule position shall have a max of five (5) days of vacation **advanced** during the contract year, July 1 through June 30. Employees will only be allowed to carry over 3 days (24 hours) each year. Any balance greater than 24 hours by July 1 of the following school year will be forfeited. The total balance limit each year will be 64 hours. Paraprofessional employees less than 100% FTE will be advanced vacation and will rollover vacation hours based on their percentage employed.

If the employee separates from employment with the District prior to the last day of their work schedule or changes to a different work schedule (COA), the vacation hours do not transfer and are **not** reimbursable. The vacation hours from the **new** leave plan will be reduced for vacation hours not earned for the school year. Any overuse of the unearned vacation hours will be docked in pay. Please see chart below. **(Example: Appendix, page 7)**

If your resignation or COA date is in this month:	1.0 FTE will have earned this many vacation hours for each month employed:
July	3.334
August	3.334
September	3.334
October	3.334
November	3.334
December	3.334
January	3.334
February	3.334
March	3.334
April	3.334
May	3.334
June	3.326

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PROFESSIONAL (EXEMPT) PERSONNEL: LOCAL SICK

First Year of employment with the District

Local sick leave is **accrued** for professional employees the first year of employment based on your months employed until your max hours earned is reached for your first year.

Work Schedule	Max Hours earned (based on 1.0 FTE)	Sick leave hours earned per check until reach max hours earned. Based on 1.0 FTE.
187-189 days	40	4.00
190-199 days	44	4.40
200-209 days	48	4.80
210-219 days	52	5.20
220-236 days	56	5.60

Subsequent years with the District

Local sick leave is **advanced** for exempt employees based on the number of scheduled work days.

Days worked from	Days worked to	Days advanced (1.0 FTE)	Equivalent hours advanced
0	17	0.0	0
18	35	0.5	4
36	53	1.0	8
54	71	1.5	12
72	89	2.0	16
90	107	2.5	20
108	125	3.0	24
126	143	3.5	28
144	161	4.0	32
162	179	4.5	36
180	189	5.0	40
190	199	5.5	44
200	209	6.0	48
210	219	6.5	52
220	236	7.0	56

**The amount of local sick leave hours earned if an employee separates from the district will also be calculated using the above chart. Please see additional notes section for clarification.*

PROFESSIONAL (EXEMPT) PERSONNEL VACATION: 230+ day Work Schedule

Exempt employees in a twelve (12) month position shall have a max of ten (10) days of vacation **advanced** during the contract year, July 1 through June 30. Exempt employees less than 100% FTE will be advanced vacation based on their percentage employed.

Vacation shall accrue as earned through June 30 the first year of employment based on the accrual schedule below. For each subsequent year, ten (10) days of vacation for that year shall be advanced and made available for use as of July 1.

Month Employed	VACATION HOURS EARNED
July	6.6667
August	6.6667
September	6.6667
October	6.6667
November	6.6667
December	6.6667
January	6.6667
February	6.6667
March	6.6667
April	6.6667
May	6.6667
June	6.6667

*Note: Vacation balances in excess of five (5) days as of June 30 will be forfeited, while earned balances of five (5) days or less will be automatically rolled forward to the new contract year. An employee shall not accumulate a vacation balance in excess of fifteen (15) days per school year. Vacation days will not accrue from one school year to the next and are not reimbursable upon retirement or resignation. Vacation hours do not transfer if you have a change of assignment from a 230-day certified position to a different work schedule. The balance will be zeroed out. Please see "Additional Notes" below.

ADDITIONAL NOTES:

- An employee who has been advanced local sick leave, State Personal, and/or vacation hours that separates from employment with the District before his or her last duty day of the year will have the cost of any used unearned leave days deducted from their paycheck. This also applies if the employee has a change of assignment to a different work schedule.
- **Leave cascades and decrements in this order (cascades down, not up):**

Sick	Out of District State Sick State Sick Sick earned before 6/05 Sick Local- Current
Personal	Out of District State Personal State Personal earned before 6/05 State Personal- Current
Bank/Vacation	Bank time (PARA) Vacation (CERT, AUX, 230-DAY PARA NEW) Vacation (230-DAY PARA OLD PLAN)

APPENDIX: EXAMPLES

STATE PERSONAL LEAVE (Page 1)

Employee has 210 day work schedule, is a 1.0 FTE, and has resigned effective November 1, 2016. Employee will have worked 66 days (528 hours). **Employee will have earned 16 hours (2 days) of state personal.** State Personal leave balance will be reduced by 24 hours (3 days).

Employee has 187 day work schedule, is a 0.5 FTE, and has resigned effective December 21, 2016. Employee will have worked 89 days (356 hours). **Employee will have earned 10 hours (2.5 days) of state personal.** State Personal leave balance will be reduced by 10 hours (2.5 days).

LOCAL SICK LEAVE

AUX (page 2):

Employee on a 177 day work schedule is a 0.5 FTE (scheduled to work 4 hours a day). The max this school year this employee can earn for local sick leave is 18 hours based on the 0.5 FTE. The max limit increases based on your FTE.

In a two week pay period, this employee works **40** hours (20 hours each week).

40 hours x 0.028 = 1.12 hours. This employee will earn 1.12 sick leave hours for this 2 week pay period.

In a two week pay period, the employee works his scheduled 40 hours and picks up additional shifts totaling 20 hours. This employee will have worked a total of 60 hours in a two week pay period.

60 hours x 0.028 = 1.68 hours. This employee will earn 1.68 sick leave hours for this 2 week pay period.

- The max # of sick leave hours this employee will earn the current school year is 18 hours based on the 0.5 FTE.
- After this employee earns 18 hours, they will not earn any additional sick leave.
- Since this employee might work more than their normal scheduled work hours in a pay period on occasion, they will earn more sick leave hours per paycheck. This means they might meet their max limit prior to the end of the school year.

PARA (page 3):

Employee on a 210 day work schedule is a 1.0 FTE (scheduled to work 8 hours a day). The max this school year this employee can earn for local sick leave is 52 hours based on the 1.0 FTE.

In a two week pay period, this employee works **80** hours (40 hours each week).

80 hours x 0.028 = 2.24 hours. This employee will earn 2.24 sick leave hours for this 2 week pay period.

The max # of sick leave hours this employee will earn the current school year is 52 hours based on the 1.0 FTE.

After this employee earns 52 hours, they will not earn any additional sick leave.

- Para's do not earn sick leave on overtime or supplemental pay.

CERTIFIED (page 4):

Employee has 187 day work schedule, is a 1.0 FTE, and has resigned effective December 21, 2016. Employee will have worked 89 days (712 hours). **Employee will have earned 16 hours (2 days) of local sick.** Local Sick leave balance will be reduced by 24 hours (3 days).

VACATION:

PARA 230 Vacation example (page 3):

Employee is allotted 40 hours of vacation July 1. Employee resigns effective September 15. Employee will have earned 10.002 hours of vacation for July, August, and September. Vacation balance will be reduced by 29.998 vacation hours not earned based on resignation date.

What an employee in a PARA 230 position on/after July 1, 2016 will see in LAWSON ESS:

Leave Balances

BANK TIME	STATE PERSONAL	LOCAL SICK (Current)	VACATION
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What an employee in a PARA 230 position prior to June 30, 2016 will see in LAWSON ESS:

Leave Balances

BANK TIME	STATE PERSONAL	LOCAL SICK (Current)	VACATION	VCPARA230G
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**Employees that were in a 230-day Paraprofessional position on or prior to June 30, 2016 will have a Grandfathered Vacation Leave Plan for any vacation earned prior to June 30, 2016. The Grandfathered leave plan is paid out upon separation from the district or when you have a change of assignment (COA) from a 230-day Para position to a different work schedule. The maximum allowed hours in the Grandfathered Vacation plan is 80 hours. It will not increase as of June 30, 2016.*

CERTIFIED 230 Vacation example (page 5):

Employee with a 1.0 FTE is allotted 80 hours of vacation July 1. Employee resigns effective September 15. Employee will have earned 20 hours of vacation for July, August, and September. Vacation balance will be reduced by 60 vacation hours not earned based on resignation date.

Max limit for the vacation plan is 120 hours as of 7/1 each year. Employee has a balance of 128 hours as of July 1 of the current year, so 8 hours will be forfeited.