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|  | Huron School District #2-2 | Code: GDBD-9(N) Support Staff Leaves & Absences (Personal Leave Day) |
| | Policies and Regulations | |

Support Staff Leaves & Absences
(Personal Leave Day)

Classified personnel shall be granted two days of personal paid leave subject to the following conditions:

- a) The staff member must register with the activities director to work four events in a capacity assigned by the activities director's office.
- b) The class II classified employee shall submit his/her request for leave on a leave application form to their immediate supervisor for the supervisor's and superintendent's approval at least five (5) working days in advance of the anticipated absence. A copy of the leave form shall be filed with the immediate supervisor. In cases of an emergency, the employee shall make application as far in advance of the anticipated absence as is possible.

Short term leave may be granted prior to and following other vacations and holidays.
An applicant for leave under this policy need not state the reasons for which the leave is sought.
- c) Beginning with the 2019-2020 school year, class II classified employees will carry over – for one year – either or both of the two short-term leave days that have not been used. Carry-over days must be used in the following school year. Any class II classified employee who has not used the two days of his/her short term leave by the end of the following school year will be reimbursed for these days at the rate of \$120.00 per day. For employees working less than 8 hours per day, the \$120.00 will be prorated based on the employees regularly scheduled hours. An employee leaving the district will be paid for his/her unused short-term leave days at the conclusion of his/her final year of employment.
- d) If the employee works 4 to 6 hours per day, the employee will work two events for two days off.
- e) If the employee works over 6 hours per day, working four events will result in two days off.
- f) If the employee works less than 4 hours per day, he/she is not eligible for short term leave.
- g) Each staff member may work additional events/activities and receive pay for those in the amount of \$32 per event/activity. (Staff member must fulfill the short term leave requirement before working events for pay.)