***CHERRYFIELD SCHOOL DEPARTMENT***

***NEPN/NSBA CODE: GDC/GDD***

**SUPPORT STAFF LEAVES AND ABSENCES/VACATIONS AND HOLIDAYS/HEALTH INSURANCE BENEFITS**

This policy applies to regular employees and does not apply to temporary or substitute staff. All leave

and vacation time except sick leave requires prior approval of the Building Principal (if applicable) and

Superintendent.

PERSONAL LEAVE

Each regular employee shall be granted three (3) personal days each year as of the first day of the school

year. The employee shall notify the Principal at least three (3) days prior to taking such leave. In an

emergency, the employee should notify the Principal as soon as possible. The employee is not required

to state a reason for taking personal leave.

Personal days are intended to be used for important personal business that cannot be taken care of

outside the school day. Personal days should not be used on the day before or after a holiday or school

vacation or on staff development days. If an employee takes the day off before or after a holiday, school

vacation, or on staff development days, it will be unpaid. The consecutive use of personal days must

have the prior approval of the Principal.

BEREAVEMENT LEAVE

A regular employee is entitled to up to five (5) days at any one time in the event of death in the

immediate family. Such leave must be approved by the Superintendent. For the purposes of this section,

immediate family includes an employee’s parents, grandparents, sons, daughters, aunts, uncles, brothers,

sisters, respective in-laws, grandchildren, spouse and significant other. In the event of a death of a close

friend or other relative, a teacher and/or support staff member may be granted one (1) day’s leave to be

taken from accumulated sick leave. The Superintendent has the discretion to grant additional days in

special circumstances.

SICK LEAVE

1. Personal Sick Leave
2. A regular employee is entitled to thirteen (13) sick leave days each school year for his/her own personal illness or injury necessitating absence from work, and doctor and dentist appointments that cannot be scheduled outside the school day. Sick leave days are credited on the first official day of the school year.
3. Pregnancy and childbirth will be treated like any other temporary disability for the purposes of sick leave use.
4. A regular employee may accumulate up to 75 days of sick leave. An employee who has reached the 75-day limit will receive the thirteen (13) days at the beginning of each school year, but unused days cannot be added to his/her accumulated sick leave until the number falls below 75.

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1. The Superintendent has the discretion to request medical documentation of the need for sick leave days whenever an employee is absent for five (5) or more consecutive days, or if there is a pattern of sick leave use.

2. Family Sick Leave

1. A regular employee may use up to ten (10) of his/her sick/personal leave days a year for the purpose of caring for a member of his/her immediate family when the employee’s presence is necessary. For the purposes of this section, immediate family includes an employee’s parents, grandparents, sons, daughters, aunts, uncles, brothers, sisters, respective in-laws, grandchildren, spouse and significant other. Additional days may be granted at the sole discretion of the Superintendent.
2. The Superintendent has the discretion to request medical documentation of the need for an employee to use sick leave for family purposes.

VACATION

|  |  |
| --- | --- |
| Work Year(s) Completed | VACATION DAYS |
| 1st Year | One day every other month-up to 5 days |
| 2nd – 7th Year | 10 |
| 8th – 19th Year | 15 |
| 20th and more Years | 20 |

Vacation pay will be based on the employee’s normal workday and hourly wage not to exceed 8 hours pay per day. Vacation will normally be taken on non-school days and within the year in which it is earned.

EDUCATION BENEFITS

All full-time support staff are encouraged to continue their post secondary education. The district will pay for two (2) college classes at the UMO rate for undergraduate and graduate classes, with prior approval that legitimately benefits the school district. Payment will include books and fees, but not transportation. Course payment will be paid at the time of enrollment with the expectation that the employee will submit a request with billing information in a timely manner, and proof of successful completion with a minimum of a ‘C’ grade at the end of the course. Course approval must have the prior approval of the Superintendent. If the employee does not complete the course, the employee must reimburse the district.

JURY DUTY

Employees who serve on jury duty during their normal work year will not be docked anything from their regular pay for any time on jury duty.

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HOLIDAYS

All employees will be paid for the following Holidays with the exception that only year round employees will be paid for July 4th.

1. July 4 (year round employees only)
2. Labor Day
3. Columbus Day
4. Veteran’s Day
5. Thanksgiving Day
6. Friday following Thanksgiving Day
7. Christmas Day
8. New Year’s Day
9. Martin Luther King, Jr. Day
10. Washington’s Birthday (President’s Day)
11. Patriot’s Day
12. Memorial Day

Employees who work on a holiday will be paid 1 and ½ time their hourly rate.

Any holiday falling on a Saturday will be observed on the preceding Friday and any holiday falling on Sunday will be observed on the following Monday.

HEALTH INSURANCE BENEFITS

Employee’s hired after July 1, 2013 and work a minimum of 30 hours per week will receive full single subscriber health insurance benefits. Employees who elect not to take district health insurance will be paid $1,000.00, payable in 2 installments in payroll #12 and #20 of the fiscal year payroll schedule.

During the months of July and August, for those employees paid on a 21-pay basis the district pays the health insurance premiums in whole. Therefore, if an employee does not notify the district before the payments (July 1st and/or August 1st) and does not return to work after the summer break, he/she will owe the district for these amounts. Payment is expected a timely manner.

DATE ADOPTED: September 10, 2013

DATE REVISED: October 8, 2013

DATE REVISED: April 14, 2015