

**LEAVES AND ABSENCES: EXEMPT PERSONNEL**

**DEC-R1**

**This regulation pertains only to employees who are classified as exempt personnel.**

**Earning Leave**

State personal leave and local sick leave shall be earned according to the table below based on the number of workdays the employee is scheduled to work for the duty year. This table will also be used to determine workdays of leave earned if an employee starts works after the duty year begins or separates from employment before the duty year ends. The amount of leave earned for a short duty year is based on the number of days employed and not the number of days the employee was actually at work. Employees who change jobs during the duty year shall earn leave based on the workdays for the job they when leave was first awarded for the year and no change will be made to reflect the different workdays required in the new job. A workday consists of the number of hours per day equivalent to the employee’s usual assignment. [see DEC(Local)] Temporary employees, including but not limited to, substitutes, summer help, and homebound teachers, shall not earn any leave. Other employees who are regularly scheduled to work less than 15 hours per week shall not earn any leave.

Local sick leave shall accumulate to a maximum of 30 workdays [see DEC (Local)] at the end of the duty year and shall not be prorated for those employees working less than a full schedule. If an employee has more than the maximum allowable local sick leave at the end of the duty year, the excess time shall be deducted from the local sick leave balance without pay to the employee. Local sick leave earned for the next duty shall be credited to the balance even though it may make the balance exceed the maximum allowable amount.

<u>Days Employed In Duty Year</u>	<u>State Personal Workdays Earned</u>	<u>Local Sick Workdays Earned</u>
Under 18	None	None
18-35	0.5	0.5
36-53	1.0	1.0
54-71	1.5	1.5
72-89	2.0	2.0
90-107	2.5	2.5
108-125	3.0	3.0
126-143	3.5	3.5
144-161	4.0	4.0
162-179	4.5	4.5
180-197	5.0	5.0
198-215	5.0	6.0
216 and over	5.0	7.0

**Recording Leave Used**

If an employee is absent from duty for at least 2 hours but less than 4, a half day of leave shall be recorded as used. If an employee is absent for 4 hours or more, a whole day of leave shall be recorded as used. This provision shall not imply that absences of less than 2 hours are considered a benefit of employment. Excessive absences of less than 2 hours may be accumulated and charged as leave used against the employee’s available leave balances.

**Deductions for Absences in Excess of Available Leave**

Employees shall have their paycheck reduced when their absences exceed their available leave for the pay period. For those employees who are regularly scheduled to work less than 218 days per duty year, the total amount of the reduction shall be determined by multiplying the daily rate of pay times the numbers of workdays absent without leave. This reduction amount, or dock, shall be extended over the number of paychecks listed in the schedule below. The first deduction shall be made in the paycheck for the pay period during which the employee’s absences exceed available leave.

Total Number of Workdays in Dock	Number of Paychecks
Less than 10 workdays	1
10 to 20 workdays	2
Over 20 workdays	3

This extension of the dock amount is only available if an employee has earned pay in excess of the amount actually paid at the time absence begins. Under no circumstances shall an extension of a dock amount result in an employee being paid for more than the employee has earned for the duty year. Deductions in pay as a result of using leave from the sick leave bank shall not be eligible for distribution over multiple paychecks and shall be made in the pay period during which the leave is used. This extension of dock amount is not available to employees who are not working due to a workers compensation injury.

**Definition of Absence Types**

Reportable absences are absences of 2 hours or more in duration. They require certain formal documentation as listed below.

Non-reportable absences are absences of less than 2 hours in duration. These absences do not require formal documentation.

Nondiscretionary absences are absences that are taken to fill an immediate need such as personal and family illness, family emergency, death in the immediate family, and jury duty.

Discretionary absences are absences taken at the discretion of the District that require prior approval such as personal business, school business, and vacation.

**Recording and Reporting Nondiscretionary Absences**

For reportable nondiscretionary absences, employees shall enter those absences in AESOP as soon as the need to miss work is known and the system will notify the supervisor of the absence. If the employee is unable to enter the absence in AESOP, the employee shall notify the supervisor as soon as possible and the supervisor shall or designee shall record the absence in AESOP.

For non-reportable nondiscretionary absences, the employee shall simply notify the supervisor or the office staff of the need to be absent and the reason for the absence. These absences shall not be recorded in AESOP.

**Recording and Reporting Discretionary Absences**

Requests for reportable discretionary absences shall be entered by the employee in the School Stream system for approval by the supervisor at least three days prior to the absence. If the supervisor approves the absence, the approval is forwarded through School Stream to the appropriate office staff to be entered in AESOP. AESOP will then send a notice to the requestor that the absence has been approved. The supervisor shall notify the employee immediately if the request is denied.

For non-reportable discretionary absences, the employee shall enter the request in school stream system for approval by a supervisor prior to taking off work. These absences shall not be recorded in AESOP.

School related absences shall be reported through AESOP regardless of the amount of time missed during the workday.

**Student Trip Sponsors**

Occasionally, a coach or club sponsor may need an additional sponsor to accompany them on a trip with students. If the additional sponsor is a district employee who does not have a child traveling with the group as a participant in the activity, the absence shall be recorded as school related. If the employee has a child going along as a participant, the Assistant Superintendent for Personnel shall determine the number of days, if any, the employee is allowed to use as school related. Employees who volunteer as a sponsor shall not receive additional pay for any time spent on a trip beyond their normal work schedule.

**Leave during Temporary Summer Employment**

Employees who agree to work for the District in temporary jobs during the summer months shall not be entitled to use any paid leave for absences that occur after their standard duty year ends.

**Reinstatement of Local Sick Leave**

Previously earned and unused local sick leave shall be reinstated for an employee who separates from employment then returns to work for the District less than one year after leaving. However, local sick leave shall not be reinstated if the employee received a longevity and attendance award at the time of separation. State personal leave shall be reinstated in accordance with law.

**Absences on ET Days**

Early release ET days will be considered full required work days for purposes of using leave. If an exempt employee does not work the entire scheduled work time on an early release ET day, a full day of leave will be charged to that employee's leave balance if any leave is available. If the employee has no leave, then that day will be docked at the employee's full daily rate of pay. Early outs and "less than two hours leave" shall not be allowed on early release days.