

LEAVE AND ABSENCES – NONEXEMPT PERSONNEL

DEC-R2

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

Earning Leave

State personal leave and local paid time off (PTO) shall be earned according to the table below based on the number of days and hours per day the employee is scheduled to work for the duty year. This table is for those working an eight hour per day schedule for each job. The amount of leave earned by employees not working a standard schedule will be determined by dividing the number of hours they will work for the duty year by the number of hours in the duty year for the standard eight hour schedule and multiplying that fraction by the number of hours earned in the full schedule. The result shall be rounded to the nearest one hundredth of an hour.

Employees who change jobs during the duty year shall earn leave based on the number of scheduled hours worked in the old job plus the number of scheduled hours in the new job for the remainder of the duty year, using the proportional method described above. 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. 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.

PTO shall accumulate to a maximum amount at the end of the duty year as shown in the schedule below and shall not be prorated for those employees working less than eight hours per day. If an employee has more than the maximum allowable PTO at the end of the duty year, the excess time shall be deducted from the PTO balance without pay to the employee. PTO earned for the next duty year shall be credited to the balance even though it may result in the balance exceeding the maximum allowable amount.

Duty Days	Hours/Day	Hours PTO	Max. Acc.	Hours State Personal
178	8	40	240	40
185	8	40	240	40
190	8	40	240	40
195	8	40	240	40
200	8	48	240	40
204	8	48	240	40
209	8	48	240	40
218	8	56	240	40
226	8	56	240	40
232	8	56	240	40
244	8	136	320	40
249	8	136	320	40

Recording Leave Used

Leave used shall not be recorded on a day by day basis. Each employee will have a work calendar in the time clock which indicates how many hours they are required to work each week. If the employee works less than the required time for the week, the time clock system will produce a leave used record for the number of hours missed rounded to the nearest one hundredth of an hour. That leave used record will be posted to the employee’s comp time balance. If the employee has no comp time balance, it will be charged to the PTO balance, then to the State Personal Leave Balance if there is no PTO available. If the employee has no leave available, the employee will be docked for the absence amount.

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. To determine the number of workdays missed, the number of hours absent without leave shall be divided by the employee’s standard number of work hours per day.

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. However, if a bus driver or monitor misses a route segment that is less than 2 hours, that is considered a reportable absence. They require certain formal documentation as listed below.

Non-reportable absences are absences of less than 2 hours in duration except for bus drivers and monitors (see reportable absences above.) 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 notify the supervisor as soon as they know about the need to miss work that they are going to be absent and the reason for the absence. Employees who utilize AESOP because a substitute is needed when they are absent 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 or designee shall record the absence in AESOP and assign a substitute.

For non-reportable nondiscretionary absences, the employee shall notify the supervisor or the office staff of the need to be absent and the reason for the absence.

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. Employees who do not use School Stream shall request reportable discretionary absences by completing a paper form and submitting it to the supervisor at least three days in advance of the absence. The supervisor shall notify the employee immediately if a request is denied. If the employee is required to use AESOP because their job needs a substitute, then the appropriate office staff shall enter the approved absence in AESOP.

For non-reportable discretionary absences, the employee shall secure approval from the supervisor through the School Stream system or any other manner as directed by the supervisor.

School related absences that occur wholly within the workday of the employee shall not be reported if the absence does not require a substitute to be employed. If a substitute is required, the absence shall be reported so that a substitute may be assigned.

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 that falls outside their normal work schedule.

Using 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 PTO

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

Use of PTO when Separating from Employment

Employees in positions requiring 12 months of service who have completed at least one year of service may use up to a maximum of 80 hours of PTO immediately before voluntarily separating from employment. The number of hours used shall not exceed the amount of unused PTO available after any adjustments are made for working less than the full duty year. The number of hours employed for the duty year for the purpose of calculating earned leave for the year shall include any time taken off under this clause. PTO used under this clause shall not count toward any retirement or longevity award that might otherwise be earned by the employee.