



Mt. Evans BOCES

Clear Creek RE-1 - Gilpin RE-1 - Platte Canyon #1

Strong Partnerships Ensuring Success for Exceptional Students

Leave of Absences

Staff Leave days shall be available for use on the first day of the month beginning in July for 12-month employees, in August for 11-month employees and in September for all other employees. The number of days given/granted will not exceed a total of 9, 10, 11, or 12 days; per the terms of the contract and will be earned monthly.

Approved absences for professional growth or jury duty shall not be considered leave days. Employees shall be granted leave with pay for jury duty. Employees released from jury are expected to return to work. Employees must provide verification for jury duty served. The per diem payment for jury duty shall be paid to the school district. This shall not include reimbursement for expenses.

Staff members shall request leave at least a week in advance except in emergencies or unusual circumstances.

When leave is taken in conjunction with holidays for reasons of illness, verification must be provided.

The administration reserves the right to refuse leave or to recall an employee from leave.

Employees shall not be granted leave in conjunction with holidays or scheduled vacations. Leave taken will be deducted as days without pay. Leave days shall not be taken at more than two at any one time without the express permission of the BOCES Director. In certain circumstances the BOCES Director may grant leave before or after holiday or vacations.

Leave days will be deducted from any particular year's allotment. Any leave will first be deducted from the individual's current leave days. Leave days not used in any contract year shall be carried over into an individual's leave bank to a maximum of 60 days.

Any individual wishing to donate days to another staff member may do so at the discretion of the Director.

When an employee has accumulated the 60-day maximum in their bank, all unused leave days from the current contract year shall be paid to the employee in the June pay period at the rate of \$60.00 per day for certified employees and \$50.00 per day for classified employees.

Any leave days taken in excess of the particular year's allotment and /or the employee's accumulated leave will be deducted at the contracted daily salary rate. Express permission of the BOCES Director is necessary to exceed any particular year's allotment. If the employee terminates/resigns before the end of his/her contract/term of employment and all of his/her leave days have been used, the appropriate number of leave days will be deducted from their last pay check.

Accumulated leave days may be used only for illness/injury or for parental leave under FMLA (Family and Medical Leave ACT).

Leave may require a doctor/medical certification as requested by the BOCES Director.

At termination of employment, certified employees shall be paid for all accumulated illness leave days at the rate of \$60.00 per day and classified employees shall be paid at the rate of \$50.00per day.

Bereavement Leave

Five days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member (father, mother, sister, brother, spouse, partner in a civil union or child). Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the executive director.

Adoption: June 4, 2018