

## 4040

### Accrual of Sick and/or Vacation Leave for Classified Staff

Each classified staff member will be afforded the sick and/or vacation leave set forth in his/her individual employment contract. Sick and vacation leave is awarded half of the leave benefit balances on August 1<sup>st</sup> of each school year and the second half of the balance will be awarded on January 1<sup>st</sup>. All leaves and benefits shall be prorated based upon work schedule and date of hire.

**Sick Leave.** Sick leave may only be used for personal illness or as otherwise provided in board policy. If the employee qualifies for disability pay under the long-term disability pay instead of sick leave pay. Employees shall not be compensated for unused hours of sick leave upon the ending of their employment with the district. Classified staff may accrue the total number of hours called for his/her individual employment contract.

**Vacation Leave.** Each staff member will be allowed to accrue the total number of vacation hours called for in his/her individual employment contract. Employees shall not be awarded additional vacation hours beyond the maximum number of vacation hours set in the employment contract. The school district may require employees to use vacation hours. Upon the conclusion of employment, the district shall compensate the employee for unused vacation hours at the employee's then-current hourly rate.

Adopted on: 10/14/19

Revised on: 8/11/2022

Reviewed on: \_\_\_\_\_