

Personnel - Non-Certificated Employees**CLASSIFIED STAFF LEAVES & ABSENCES****Sick Leave**

One day per month sick leave shall be granted to classified employees accumulative to sixty (60) days maximum. Leave will be converted to an hourly basis with use based on fifteen-minute increments. Employees with a balance of more than 60 days of accumulated leave at the end of the 2013-14 school year will be credited with sixty (60) days of accumulated leave for the 2014-15 school year.

Employees will be eligible to receive the privileges of the sick leave policy to the extent stated in the previous paragraph of this policy when they are absent from work due to their own illness or injury. A doctor's statement may be required.

Upon retirement and application, if qualified, for retirement benefits through the Nebraska Public Employees Retirement System, classified employees that have been employed by the District a minimum of six consecutive years will be compensated as follows:

- 1) individuals employed on a 200 or more day at-will agreement will be compensated fifty dollars (\$50) per day for up to sixty (60) days of unused accumulated sick leave days, payable in the employee's last payroll check;
- or 2) individuals employed on less than a 200 day at-will agreement will be compensated twenty-five dollars (\$25) per day for up to sixty (60) days of unused accumulated sick leave days, payable in the employee's last payroll check.

The rate will be prorated according to full-time equivalency (FTE) for part-time employees.

Family Leave

Accumulated sick leave days may be used for family emergency leave to care for individual(s) in the employee's immediate family when said individual(s) are born, adopted, ill, injured or deceased (bereavement). Bereavement leave may be used to make arrangements for funeral and related services, attend the funeral, and for emotional recuperation.

Annual maximum of 50 days

Spouse

Annual maximum of 25 days

Children

Annual maximum of 10 days

Mother/Father

Annual maximum of 5 days

- Mother/Father-in-law
- Brother/Sister
- Brother/Sister-in-law
- Son/Daughter-in-law
- Grandparents
- Grandchildren

A maximum of one day of accumulated sick leave per funeral may be used for bereavement to attend services for aunts, uncles, first cousins, nieces or nephews.

A maximum of two (2) days of accumulated sick leave per year may be used for bereavement to attend services for individuals not specified in family leave above.

Maternity Leave

Covered under sick leave policy and based on doctor’s recommendation.

Holidays

Classified employees qualify for holiday pay based on job classification. Employee must be regularly scheduled before and after a holiday to receive pay at supervisor’s discretion.

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Years Day
- Good Friday
- Memorial Day
- Floating Day (employee’s choice)
- Independence Day

Employees are eligible to receive monetary compensation at their regular hourly rate for unused time accrued for the floating holiday. Payment will be made subsequent to the end of the school year in the next regular payroll.

Vacation Leave

Twelve-month classified employees qualify for paid vacation. New employees are eligible for vacation time after the completion of six months of service. Annual vacation time is noncumulative and is effective August 1st through July 31st of each year based on the following schedule:

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| 1 st Year (after 6 months) | 5 days |
| 2 nd – 9 th Year | 10 days |
| 10 th – 19 th Year | 15 days |
| 20 th & Subsequent Years | 20 days |

Personal Leave

Two days of personal leave will be allowed each year without loss of pay for classified employees. Prior administrative notification is required for coordination of substitutes and articulation of the educational program. Emergencies will be taken into consideration.

Employees are eligible to receive monetary compensation at their regular hourly rate for unused time accrued for personal leave. Payment will be made subsequent to the end of the school year in the next regular payroll.

Professional Leave

Two days of professional leave will be allowed each year without loss of pay for classified employees. The professional leave must be approved by the employee's supervisor. In certain instances, more than two days may be allowed but must be approved by the superintendent.

Jury Duty

Any employee of the district required by law to be absent from work to report for jury duty shall keep any money paid to him/her by the court for serving the jury duty and shall not be subject to any loss of pay, nor loss of any other accumulated days of leave as a result of his/her absence from employment due to such jury duty. Prior administrative notification is required for coordination of substitutes and articulation of the educational program.

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