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SUPPORT STAFF VACATIONS, HOLIDAYS, and PERSONAL LEAVE

Elba Public School employees who are not certified teachers or administrators will be referred to as the Support Staff. Full-time Support Staff members become eligible for fringe benefits except vacation if they successfully complete 6 months of work. New Support Staff employees will be eligible for two weeks vacation after one year of work.

Twelve Month Employee

Full-time is defined as anyone working 30 hours or more per week for twelve months. The following benefits apply to full-time employees.

- Two (2) weeks vacation (10 days) of which at a 5 day block must be taken between January 1 and December 31. New employees will be eligible on their anniversary date. There will be no carry-over of vacation days nor pay in lieu of unused vacation or other leave..
- Professional days will be allowed as deemed necessary by the administration.
- Two paid Personal Leave days and six sick days. Six days per year is the maximum that will be allowed every year to accumulate. Sick leave will be allowed to accumulate to 35 days. Accumulated sick leave is to be used at administrative discretion. A physician note may be requested by the administration. There will be no reimbursement on accumulated sick leave days.
- The following holidays will be given off with pay if they fall on a normal working day: Labor Day, Thanksgiving, Christmas, New Years, Memorial Day, and July 4 if holiday falls on a normal workday.
- The district will pay for single health and dental insurance for department heads. The employee has the option to pay the difference for the family rate.
- Working more than 40 hours per week needs advanced approval.
- New employees will be eligible for sick and personal leave after 6 months of employment. At that time they will receive 1 personal day and 3.5 sick days. On the anniversary of their employment they will receive full benefits for sick and personal leave.

Non-Twelve Month Employee

The following benefits apply to support staff who work 30 or more hours a week for at least 9 months:

- One paid personal leave day and four sick days. Four days per year is the maximum that will be allowed to accumulate. Sick leave will be allowed to accumulate to 20 days. Accumulated sick leave is to be used at administrative discretion. There will be no reimbursement on accumulated sick leave days.
- Professional leave as deemed necessary by the administration.
- New employees will be eligible for sick and personal leave after 6 months of employment. At that time they will receive 1/2 personal day and 2 sick days. On the anniversary of their employment they will receive full benefits for sick and personal leave.

The following benefits apply to employees who work less than 30 hours per week.

- No sick or personal day.
- Professional leave as deemed necessary by the administration.

Benefits negotiated by the teachers do not necessarily carry over to the support staff Support staff salaries will be set by the Board after teacher negotiations are complete.