

1 Joint School District No. 2, Meridian

2  
3 CLASSIFIED PERSONNEL

4  
5 Series 400

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7 Policy Title Vacations, Holidays, Absences and Leaves Code No. 402.41

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9  
10 VACATIONS

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12 Classified salaried employees who are employed on a regular basis 245 days or more  
13 per year and who work 4 hours or more per day, shall receive 10 days full time  
14 equivalency paid vacation, which will be accrued on a monthly basis at .83 days per  
15 month. Any employee who works less than 7½ hours per day accrues vacation time on  
16 a prorated basis.

17 YEARS	18 MONTHLY 19 ACCRUAL 20 (days per month)	21 ANNUAL 22 ACCRUAL	23 ANNUAL 24 MAXIMUM
25 1-5	.83 dpm	10 days	15.0 days
26 6	.91 dpm	11 days	16.5 days
27 7	1.00 dpm	12 days	18.0 days
28 8	1.08 dpm	13 days	19.5 days
29 9	1.16 dpm	14 days	21.0 days
30 10	1.25 dpm	15 days	22.5 days

31 allow 18 months to be accrued

32  
33 New employees must have completed 90 days of satisfactory service before being  
34 eligible to draw vacation time. After 90 days, vacation time will be credited retroactive to  
35 the initial employment date, at the rate of .83 days per month. Part-time employees who  
36 work less than 4 hours per day and/or less than eleven months per year are not eligible  
37 for paid vacation.

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39 Vacation time may not be taken two weeks prior to the first day of school or within the  
40 first two weeks of the first day of school. Vacation time is to be taken on consecutive  
41 days unless otherwise authorized by the superintendent.

42 HOLIDAYS

43 Full time, permanent classified employees qualify for holidays or equivalent  
44 compensation as follows:

- 45 1. Employees who begin their employment in August prior to Labor Day  
46 (secretaries, library assistants, teachers, transportation, and food service  
47 personnel) receive 5 paid holidays which include: Labor Day, Thanksgiving,  
48 Christmas, New Years, and Memorial Day.
- 49  
50 2. Year-round employees (those with 240 or more day employment: including  
51 custodians, maintenance, district staff and some secretaries and bookkeepers)  
52 receive 6 paid holidays including July 4, Labor Day, Thanksgiving, Christmas,  
53 New Years, and Memorial Day.

54 3. Instructional assistants employed 175-182 days receive 5 paid holidays, which  
55 include Labor Day, Thanksgiving, Christmas, New Years, and Memorial Day.  
56

57 4. Employees must work either the day before or the day after a holiday to receive  
58 holiday pay. If the employee uses paid leave (i.e. sick, personal, or vacation), it  
59 is considered a paid day of work and they will be paid for the holiday. If the  
60 employee is on a leave without pay status the day before or the day after a  
61 holiday, they will not receive holiday pay.  
62

63 Instructional assistants may be required to attend inservice or workshop  
64 sessions, or other duties as assigned by the principal or supervisor. Calendars  
65 for most job categories are distributed to the employees and are available in the  
66 district's personnel department.  
67

### 68 SICK LEAVE

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70 All regular classified employees working 20 hours or more per week accrue sick leave  
71 time at the rate of one prorated day for each month of service or major fraction thereof.  
72 Unused sick leave may be accumulated up to 225 days. Termination of employment  
73 shall terminate sick leave rights except as provided for in Idaho Code 33-1216, 33-1217,  
74 33-1228.  
75

76 Sick leave is to be used for absences caused by illness or disability of the employee, or  
77 illness or disability of immediate family members of the employee including, the  
78 employee's spouse, dependent or minor children or parents. Complications of  
79 pregnancy or childbirth may result in absences for which sick leave may be taken. It is  
80 anticipated that for normal child birth a period of no more than six (6) calendar weeks of  
81 sick leave following the birth of the child will be required. For a C-section, it is  
82 anticipated that no more than eight (8) calendar weeks will be required. Additional days  
83 of approved sick leave require a doctor's certification and approval by the Assistant  
84 Superintendent. If family illness outside the immediate family should arise, sick leave  
85 may be used with the approval of the building principal.  
86

87 In all cases if absence from work exceeds a period of ten (10) consecutive working days,  
88 the employee must furnish to the Superintendent a doctor's certification that medical  
89 complications are such that the employee is unable to carry on his/her duties  
90 satisfactorily, and said certification shall also set forth the anticipated date the employee  
91 can return to work.  
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### 93 PERSONAL LEAVE

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95 Regular classified employees that work more than 20 hours per week earn two (2) days  
96 of prorated personal leave per year. Regular classified employees that have worked  
97 continuously for the district for ten (10) years shall be granted one (1) additional personal  
98 leave day per year. The maximum number of days that can be used in any one (1) year  
99 shall be for five (5) days. Unused personal leave may accumulate from year to year up  
100 to a maximum of five (5) days. At the end of the school year personal leave days in  
101 excess of five (5) shall be paid to the employee at the prorated amount of \$60 per day  
102 for fulltime work. Personal leave must be arranged in advance and approved by the  
103 building administrator. Personal leave days may not be taken the last two (2) weeks of  
104 school.

105 BEREAVEMENT LEAVE

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107 The board agrees to grant to each employee up to five (5) days of bereavement leave  
108 for each death in the immediate family (grandfather, grandmother, father, mother,  
109 brother, sister, husband, wife, child, grandchild, foster or step child, father-in-law,  
110 mother-in-law, step-parent, step-sibling, aunt, uncle, cousin) for the purpose of attending  
111 services, travel and/or emotional support of family.

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113 Additional time may be granted under unusual circumstances. Requests for additional  
114 time must be directed through the principal to the superintendent.

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116 PARENTAL LEAVE

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118 Parental leave of absence for child-rearing may be granted to classified and  
119 administrative employees, without pay, for up to one year. Requests for parental leave  
120 of absence shall be submitted in writing, indicating the approximate beginning and  
121 ending dates. Parental leave and extended parental leave approvals are subject to  
122 availability of qualified, acceptable substitutes.

123

124 Although parental leave of absence may be granted at any time, it is recommended that  
125 leave conform to logical breaking points such as a grading period or vacation period.  
126 When appropriate, parental leave of absence shall end at such time that the employee  
127 returns to work at the beginning of a semester.

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129 The employee may return to the district in a position for which she/he is qualified, but is  
130 not guaranteed the same position and assignment previously held.

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132 Supervisors are authorized to make decisions regarding employee unpaid leave for non-  
133 contract classified employees who work less than 4 hours per regular work day.

134

135 UNPAID LEAVE

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137 Supervisors are authorized to make decisions regarding employee unpaid leave for non-  
138 contract classified employees who work less than 4 hours per regular work day.

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140 Requests for leave without pay from non-contract classified employees working 4 hours  
141 or more per day will be submitted and approved by the board of trustees prior to the  
142 date(s) requested; those requests due to emergency and/or extenuating circumstances  
143 may be approved by the immediate supervisor and then approved by the board.  
144 Employees shall use personal leave and vacation prior to being granted leave without  
145 pay.

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154 Date of Revision:

155 8/15/06

Legal Reference: Code of Idaho

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