

## **GDCA**

### **CLASSIFIED STAFF LEAVE**

#### **EARNED PAID SICK TIME**

Earned Paid Sick Time (EPST) for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

Each staff member shall accrue Earned Paid Sick Time at a rate of one (1) hour per thirty (30) hours worked. Staff shall not be entitled to accrue or use more than forty (40) hours of Earned Paid Sick Time per year. The maximum accrual bank of Earned Paid Sick Time will be eighty (80) hours. Staff may use Earned Paid Sick Time as it is accumulated.

Staff will be provided the opportunity at the end of each year to transfer up to 40 hours of unused Earned Paid Sick Time to their Personal Leave Bank. Once Earned Paid Sick Time is transferred to Personal Leave, time is no longer subject to ARS 23-373 regulations. Only staff eligible for personal leave time accrual are eligible (i.e. temporary staff are not eligible to transfer time). Staff will be required to complete and turn in Form GCCA-EA.

Earned Paid Sick Time may be used in increments of 15 minutes.

Earned Paid Sick Time shall be provided to a staff member by the district for purposes outlined in Arizona Revised Statutes 23-373. The District may request reasonable documentation only when three (3) consecutive days off are used. When a staff member exhausts all the hours available under the Earned Paid Sick Time policy, they may access Leave Days outlined in policy GDCA. If staff have exhausted both banks an unpaid leave of absence must be requested pursuant to District guidelines.

When use of Earned Paid Sick Time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the District via the electronic Absence Management System in advance of the sick leave. Staff shall make a reasonable effort to schedule the use of Earned Paid Sick Time in a manner that does not unduly disrupt the operations of the District. In the event of an unforeseeable absence the staff member will follow standard practice of notification.

When there is a separation from employment and the staff is rehired within nine (9) months of the separation, previously accrued Earned Paid Sick Time that had not been used shall be reinstated. Further, the staff member shall be entitled to use accumulated Earned Paid Sick Time and accumulate additional Earned Paid Sick Time at the commencement of employment. Staff is not entitled to any payment of Earned Paid Sick Time at time of separation.



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All support staff members shall be provided leave time based on the number of hours worked per school year. Time is cumulative without limit based on months worked. Leave time will be given as follows:

- Twelve (12)-month employees receive seven (7) days.
- Eleven (11)-month employees receive six (6) days.
- Ten (10)-month employees receive five (5) days.
- Nine (9)-month employees receive six (6) days\*.

\*Two days of leave time will be designated for unpaid holidays during the winter break.

### Unused Leave Compensation

Leave balances shall be published on pay stubs showing amount earned, used and balance per pay period.

Except in cases where a staff member is dismissed for cause, a support staff employee shall be compensated for unused accumulated leave at the rate of thirty-four dollars (\$34) per day if the employee terminates employment after a minimum of fifteen (15) years of service in the District or the employee officially retires according to Arizona Retirement Law prior to age sixty-five (65) with fewer than fifteen (15) years of service. The estate of an employee who deceases while under contract shall be paid thirty-four dollars (\$34) per accumulated leave day. For cases where staff are retiring payouts based on years of service may differ, refer GCQE-RB.

### How Leave May Be Used

Leave may be used for personal or family illness, personal or family injury, quarantine, childbirth, personal business, or family matters.

### ***Leave for Personal Illness, Family Illness, Injury, Childbirth, or Quarantine***

Illness is defined as a temporary physical condition that would keep the employee from performing their duties. Family, for purposes of family illness, shall include anyone in your home for whom you share responsibility, or:

Spouse	Grandchildren
Children	Parents of spouse
Parents	Brothers or sisters of spouse
Brothers or sisters	Sons-in-law or daughters-in-law
Aunts or uncles	Nieces or nephews
Grandparents	

Anticipated long-term use of leave for illness, injury, or childbirth will be reported to the District in a manner consistent with the Family and Medical Leave Act (FMLA).

The District may, at District expense, require the employee to submit to medical or psychiatric examination by a medical physician or psychiatrist selected by the District to determine 1) whether or not the continued use of leave for illness or injury is appropriate or 2) whether return to work is appropriate.

### **Personal Leave**

Personal leave is defined as personal business or family matters that require absence from performing one's duties in order to complete the demand in a timely manner. Except in the event of an emergency, a staff member using leave shall report off using the District's Absence Management System in advance of the leave. .

### **Reporting Off Work**

Except for in an emergency, a staff member using leave shall file a Leave Request in advance of the leave and report off using the District's Absence Management System.

Any employee who can be shown to have willfully violated or misused the District's leave policy or misrepresented any statement or condition will be subject to discipline, which may include but is not limited to reprimand, suspension and/or dismissal.

### **Earned Paid Sick Time**

Staff shall have the ability to transfer up to 40 hours of Earned Paid Sick Time into their Personal Leave Bank on an annual basis. Time will then be considered Personal Leave Time and will be used in accordance with this policy. Staff will be required to complete and turn in Form GCCA-EA

### **Snow Day**

See GDL-R

Adopted: May 22, 2012

#### LEGAL REF.:

A.R.S.  
15-187  
15-502  
23-363  
23-364  
23-371  
23-372  
23-373  
23-374  
23-375

#### CROSS REF.:

GCBA – Professional Staff Salary Schedules  
GDCA – Staff Leave