

BOARD AGENDA ITEM

November 24, 2015

SUBJECT:

Amendments to Policy GDD *Support Staff Vacations and Holidays* – Final Reading

BACKGROUND:

The current Policy GDD allows twelve month support staff to earn vacation days at one of two rates, based upon years of service in the District, and to accrue vacation leave without limits. Upon separation of employment, those employees receive pay, at daily rates, for any unused vacation days.

The first reading of the policy change was presented on November 10, 2015.

ADMINISTRATIVE CONSIDERATION:

The current policy is very generous to employees in comparison to other districts' leave policies and places a significant financial burden on the District. The Administration believes that proposed changes are fair and reasonable for employees while favorable to the District.

There are currently seventy-five professional employees and support staff with forty-five or more days of accrued vacation. Of those, seventeen have accrued more than one hundred days; one has accrued in excess of two hundred days. Proposed changes in the policy would:

1. Allow all twelve month employees to earn ten days of vacation, regardless of service time in the District.
2. Establish a cap of forty-five vacation days for all employees. Any employee with accrued vacation in excess of forty-five days as of the proposed measurement day (June 30, 2016) would be grandfathered. A grandfathered employee's cap would be based on the accrued vacation days as of the measurement day. Employees will be paid for unused days, up to the cap amount, at daily rates upon separation of employment.
3. In exchange for changes in vacation leave, holiday leave would be adjusted to include District closure during the full week of Spring Break, the day before Thanksgiving, and Christmas Break.

RECOMMENDATION:

Approve the final reading Policy GDD as recommended by the Administration.

ATTACHMENT:

Policy GDD

PREPARED BY:

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Policy

SUPPORT STAFF VACATIONS AND HOLIDAYS

Code GDD Issued 11/15

Purpose: To establish the basic structure for support staff vacations and holidays and certain limitations on personal leave.

School-year personnel and year-round personnel

The school calendar, as adopted by the Board, establishes the school recess periods and holidays for support staff members employed on a school-year basis as well as those working year-round.

While school is in session, vacation or personal leave may not be used to extend designated holidays except for exceptional circumstances and only with approval of the principal and the appropriate Executive Director (or other appropriate supervisory personnel for staff not located in a school).

Year-round support personnel

Regular full-time support personnel employed on a full-year basis (12 months) will earn vacation days and holidays as follows. Vacation time accrues on a monthly basis.

Vacations

- Effective July 1, 2016, all twelve month employees will earn 10 vacation days per year.
- An employee beginning work after July 1 will be eligible to earn a prorated share of vacation days for the employee's first year of employment.
- Effective July 1, 2016, employees may accrue and carry forward up to 45 vacation days. Effective July 1, 2016, and in any school year thereafter, any remaining vacation days in excess of 45 will not be paid out or carried over. Grandfathered vacation accruals in excess of 45 days as of June 30, 2016, may be carried forward as described below.
- Effective July 1, 2016, upon separation from employment for any reason, including retirement, resignation or dismissal for cause, 12-month employees may receive pay for their accrued vacation (which does not include vacation days received in the current year), up to 45 days, at the employee's daily pay rate as of the date of separation. Employees will not be paid for days in excess of 45 days of accrued vacation upon separation from employment for any reason, including retirement, resignation, or dismissal for cause except in cases where accrued vacation has been grandfathered as described below.

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Grandfathered Vacation Accruals

Any employee with accrued vacation days in excess of 45 days as of June 30, 2016, will have such leave grandfathered. The employee's vacation leave balance will be capped at that amount if it exceeds 45 days and no further vacation leave may be accrued and carried forward. Employees will not receive payment for any vacation leave not taken in the year received if it cannot be accrued and carried forward.

If an employee with grandfathered leave uses accrued vacation days that would take his or her vacation leave balance below his or her June 30, 2016, cap, additional vacation days may not be accrued and carried forward to return the balance to the June 30, 2016, cap. Once a grandfathered leave balance drops below 45 days, an employee may continue to accrue and carry forward vacation leave, but only up to a total of 45 days.

Example 1: Employee has balance of 70 vacation days as of June 30, 2016. During the 2016-17 school year, the employee receives 10 vacation days and uses 20 days of vacation leave. As of July 1, 2017, Employee's vacation leave balance is 60 days and may not exceed that total in any later years.

Example 2: Employee has balance of 48 vacation days as of June 30, 2016. During the 2016-17 school year, the employees receives 10 vacation days and uses 15 days of vacation leave. As of July 1, 2017, Employee's vacation leave balance is 43 days. In the following year, Employee can accrue and carry forward 2 additional days, up to a maximum of 45 days.

Holidays

- New Year's Day (January 1)
- Martin Luther King Day
- President's Day
- Good Friday (except in years when occurring during Spring Holidays)
- Spring Holidays (five days)
- Memorial Day
- Independence Day (July 4)
- Labor Day
- General Election Day (even-numbered years) (1st Tuesday in November)
- Thanksgiving Holidays (4th Thursday in November) and day before and day after
- Christmas Holidays (to coincide with students' Winter Break)

Personnel who are 12-month employees will observe the holidays as listed in this policy.

Vacation leave for retired employees rehired by the district on an at-will basis

Retired employees rehired to work with the District on an at-will basis in a position that is eligible for vacation leave will begin their employment with no vacation leave. A retired employee in such a position will earn vacation leave consistent with the leave for the position.

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However, the retired employee will not accrue and carry any vacation leave beyond a school year.

A retiree may request for advancement of up to five days of vacation leave not to exceed the maximum number of days allowed for the year. This request must be submitted to and approved by the Chief Officer of Administration and Human Resource prior to the requested leave.

Adopted 5/13/75; Revised 8/10/76, 2/8/83, 9/9/86, 4/12/88, 7/10/90, 8/13/91, 11/26/91, 9/28/93, 11/27/01, 5/23/06, 2/27/07, 2/7/12, 9/24/13, 11/24/15