

## 202 – Employee Leave Policy

### I. Purpose:

The purpose of this policy is to set forth sick, personal, and/or vacation leave benefits for all employees. This policy is intended to include all 12-month, 11-month, and 10-month, employees.

### II. Policy Statement:

All BASSE employees will be awarded the specified leave benefit based on the number of months they work and years of service (for 12-month employees). Any unused sick and/or personal leave days will roll over to the following year as added to the employee's sick leave account without limit. Vacation leave must be used in the year in which the benefit is awarded. Vacation leave will not roll over to a subsequent year.

### III. Rationale:

BASSE intends to establish a fair and consistent process for employees to have access to, and utilize, sick, personal and vacation leave when needed.

### IV. Definitions

- A. Sick Day: A day in which an employee is absent from work due to illness or physical disability.
- B. Personal Day: A day in which an employee is absent from work due to personal reasons and cannot schedule appointments or other business outside of work hours.
- C. Vacation Day: A day in which an employee is absent for a scheduled leave time, planned and approved in advance.
- D. Sick and Personal Leave: Sick/Personal leave days are made available at the start of the fiscal year, but adjustments for employees who terminate service before the end of the school year shall be made in the final paycheck (In accordance with Delaware Regulations, Administrative Code, Title 14, 712 Employee Leave; <https://regulations.delaware.gov/AdminCode/title14/700/712.shtml>)
- E. Vacation leave is accrued based upon years of service with BASSE, according to section V.i below, and is only available to 12-month employees

### V. Implementation Guidelines

The following implementation guidelines are for BASSE employees:

- A. Sick and personal leave begin when the employee reports the absence and reason for that absence.

- B. Proof of Absence: An appropriate member of the School Leadership Team reserves the right to request additional information regarding a prolonged absence (3 consecutive work days).
- C. Additional Leave: The School Leadership Team may grant unpaid leave beyond what is covered by this policy on a case-by-case basis.
- D. Records: The school's records for employees (in accordance with Delaware Regulations, Administrative Code, Title 14, 712 Employee Leave; <https://regulations.delaware.gov/AdminCode/title14/700/712.shtml#TopOfPage>)
- E. will show the attendance of each employee and the days that the employee has been absent. Absences will be recorded with the reason for such absence. A record shall be made of the unused sick and personal leave days accumulated by each employee, which will be made available to the employee.
- F. No leave benefits will be accrued while an employee is on administrative leave.
- G. Sick and personal leave benefits may be transferred to another employer upon approval of the School Leadership Team. BASSE will accept sick and/or personal leave accrual from another Delaware school district employer upon approval of the School Leadership Team and the Board.
- H. Employees will be paid for accumulated sick and personal leave earned upon retirement in accordance with Delaware Code and only for the amount reimbursed by the State to the school.
- I. Vacation Leave: Twelve months (12) personnel are considered full-time and shall be provided paid vacation. A twelve-month employee's year covers the period from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. Ten (10) and eleven (11) month employees are not eligible for vacation leave benefits. Vacations for employees are provided in accordance with these guidelines, consistent with the employee's interest and convenience while considering the operating needs of BASSE.
  - 1. 0 – 4 years of service: 10 days per year
  - 2. 5 – 10 years of service: 12 days per year
  - 3. 11 – 15 years of service: 15 days per year
  - 4. 16 – or more years of service: 20 days per year
- J. All vacation earned by the employee shall be taken by June 30<sup>th</sup> of the year it is earned.
- K. Any vacation days require prior approval in writing in advance of their use. These requests shall be approved by the appropriate member of the School Leadership Team or designee, and the request records shall be maintained in accordance with BASSE policy.
- L. Winter and Spring break will not count as vacation. While 12-month employees are not expected to work during the Winter and Spring Break, situations may arise where these employees will be required based on the needs of BASSE. The foregoing exception also applies to all 10-month staff holidays. Need, in such situations, will be determined at the discretion of

the School Leadership Team and/or the Board. The School Leadership Team reserves the right to compensate each employee for additional time worked beyond contract hours on a case-by-case basis.

Related Policies:

A. xxx

Related Procedures and Documents:

A. xxx

Approval: 12/12/2022

Revision Dates:

Revision Draft