

1 Joint School District No. 2, Meridian  
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.  
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

11 Classified salaried employees who are employed on a regular basis 239 days or more  
12 per year and who work 4 hours or more per day, shall receive 10 days full time  
13 equivalency paid vacation, which will be accrued on a monthly basis at .83 days per  
14 month. Any employee who works less than 7½ hours per day accrues vacation time on  
15 a prorated basis.

16

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

27 allow 18 months to be accrued

28  
29 New employees must have completed 90 days of satisfactory service before being  
30 eligible to draw vacation time. After 90 days, vacation time will be credited retroactive to  
31 the initial employment date, at the rate of .83 days per month. Part-time employees who  
32 work less than 4 hours per day and/or less than eleven months per year are not eligible  
33 for paid vacation.

34  
35 Vacation time may not be taken two weeks prior to the first day of school or within the  
36 first two weeks of the first day of school. Vacation time is to be taken on consecutive  
37 days unless otherwise authorized by the superintendent.

38  
39 When an employee no longer works for the district, all accrued and unused vacation  
40 leave will be paid to the employee in his final paycheck. Vacation payout will not be paid  
41 using funds from Federal programs.

42  
43 HOLIDAYS

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

- 46  
47 1. Employees who are employed 163-168 days (secretaries, library assistants,  
48 teachers, transportation, and food service personnel) receive 4 paid holidays  
49 which include: Labor Day, Thanksgiving, Christmas, and New Years.

- 51 2. Year-round employees (those with 221 or more day employment: including  
52 custodians, maintenance, district staff and some secretaries and bookkeepers)  
53 receive 6 paid holidays including July 4, Labor Day, Thanksgiving, Christmas,  
54 New Years, and Memorial Day.
- 55 3. Instructional assistants employed 181-216 days receive 5 paid holidays, which  
56 include Labor Day, Thanksgiving, Christmas, New Years, and Memorial Day.  
57
- 58 4. Employees must work either the day before or the day after a holiday to receive  
59 holiday pay. If the employee uses paid leave (i.e. sick, personal, or vacation), it  
60 is considered a paid day of work and they will be paid for the holiday. If the  
61 employee is on a leave without pay status the day before or the day after a  
62 holiday, they will not receive holiday pay.  
63

64 Instructional assistants may be required to attend inservice or workshop  
65 sessions, or other duties as assigned by the principal or supervisor. Calendars  
66 for most job categories are distributed to the employees and are available in the  
67 district's personnel department.  
68

### 69 SICK LEAVE

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 260 days. Employees with fifty (50) or  
73 more sick leave days as of June 30 will receive one (1) additional personal leave day.  
74 Termination of employment shall terminate sick leave rights except as provided for in  
75 Idaho Code 33-1216, 33-1217, 33-1228.  
76

77 Sick leave is to be used for absences caused by illness or disability of the employee, or  
78 illness or disability of immediate family members of the employee including, the  
79 employee's spouse, dependent or minor children or parents. Complications of  
80 pregnancy or childbirth may result in absences for which sick leave may be taken. It is  
81 anticipated that for normal child birth a period of no more than six (6) calendar weeks of  
82 sick leave following the birth of the child will be required. For a C-section, it is  
83 anticipated that no more than eight (8) calendar weeks will be required. Additional days  
84 of approved sick leave require a doctor's certification and approval by the Assistant  
85 Superintendent. If family illness outside the immediate family should arise, sick leave  
86 may be used with the approval of the building principal.  
87

88 In all cases if absence from work exceeds a period of five (5) consecutive working days,  
89 the employee must furnish to Human Resources a doctor's certification that medical  
90 complications are such that the employee is unable to carry on his/her duties  
91 satisfactorily. When an employee returns to work from an absence of five (5)  
92 consecutive days, a medical release from the employee's health care provider must be  
93 submitted to Human Resources. The release should include any accommodations that  
94 are necessary for the employee to resume work.  
95

96 When an employee transfers from one school district to another or from a school district  
97 to a state education agency, the district will accept an individual's accumulated sick  
98 leave from another district in Idaho up to that district's maximum number of sick leave  
99 days and not to exceed the number allowed in our Master Contract. However, a  
100 maximum of 90 days of transferred sick leave can be counted toward PERSI retirement.  
101 All Transfers of sick leave can only be counted if the employee is employed during the

102 school year immediately following the year of their resignation/termination from the  
103 previous district. (See Idaho Code section 33-1217). If an employee goes from a state  
104 education agency to a school district, no sick leave is available for transfer. (See Idaho  
105 Code section 67-5333).

106

#### 107 PERSONAL LEAVE

108 Regular classified employees that work more than 20 hours per week earn two (2) days  
109 of prorated personal leave per year. Regular classified employees that have worked  
110 continuously for the district for ten (10) years shall be granted one (1) additional personal  
111 leave day per year. The maximum number of days that can be used in any one (1) year  
112 shall be for six (6) days. Unused personal leave may accumulate from year to year up to  
113 a maximum of six (6) days. At the end of the school year personal leave days in excess  
114 of six (6) shall be paid to the employee at the prorated amount of \$60 per day for fulltime  
115 work. Personal leave must be arranged in advance and approved by the building  
116 administrator. Personal leave days may not be taken the last two (2) weeks of school.

117

#### 118 BEREAVEMENT LEAVE

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

124

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

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#### 128 PARENTAL LEAVE

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

134

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

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

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

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#### 146 UNPAID LEAVE

147 Unpaid leave may only be used after personal days and vacation days have been used.  
148 If the leave qualifies for sick leave, all sick leave must be used prior to requesting and /or  
149 being granted unpaid leave

150

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

153

154 Requests for leave without pay from non-contract classified employees working 4 hours  
155 or more per day must be submitted and approved by the Director of Human Resources  
156 and the board of trustees prior to the date(s) requested; those requests due to  
157 emergency and/or extenuating circumstances may be approved by the immediate  
158 supervisor and then approved by the board.

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165 Dates of Revision:

166 2/10/09; 9/14/10; 5/10/11

167 06/21/11; 8/16/11; 10/9/12

168 12/17/13; 01/28/14

Legal Reference: Code of Idaho

33-1217, 67-5333