

SCHOOL DISTRICT OF MAYVILLE

Administrative Directive 542

SUPPORT STAFF ACCRUAL OF BENEFITS

From time to time, questions have arisen concerning when leave or vacation time is accrued. This directive is an attempt to put on the record the District's interpretation. The Board of Education has issued these benefits on an annual basis, therefore, accrual of vacation and leave benefits shall be as follows:

Vacation Accrual

- An employee will have no vacation time from his/her first day of employment to his/her first anniversary date. On the day immediately following his/her first anniversary, he/she will have 40 hours of vacation.
- On the first day following his/her second full year of service, he/she will have 80 hours of vacation.
- On the first day following his/her 10th year of service, he/she will have 120 hours of vacation.
- On the first day following his/her 15th year of service, he/she will have 160 hours of vacation.

Sick Leave and Emergency Leave Accrual

- On the employee's first day of service, he/she will be granted the appropriate sick leave/emergency leave. These days will be prorated from the employee's date of hire to June 30th of the coming year.

Accrual of Sick Leave or Vacation While Not Actively Employed

- To be actively employed shall be defined as: an employee who is physically at work, on sick leave or on vacation.
- Should an employee be on sick leave or on vacation over the start of a new fiscal year, the employee will be granted the sick leave and vacation that he/she earned during the previous year. However, if an employee is on a leave of absence at the time of the beginning of a new fiscal year, he/she will not receive credit for vacation or sick leave at that time. In other words, while on leave of absence, an employee may not accrue vacation or sick leave time.

If the employee that is on a leave of absence returns to work, he/she shall have immediately a pro-rated amount of sick leave benefits for the remainder of the year in which he/she returns to work. However, the employee will have no vacation during that first year of returning since he/she would have earned none during the leave of absence period. The thing to remember is that vacation is used this year that was earned last year. If an employee was on leave of absence last year, then no vacation was earned for this year.

Ronald Bieri, District Administrator
August 2, 2004