

## **SUPPORT STAFF LEAVE AND VACATION BENEFITS POLICY**

**542 Administrative Directive**

### Support Staff Sick and Emergency Leave

On a support staff member's first day of employment, he/she will be granted the appropriate sick/emergency leave per the School District of Mayville Support Staff Guidelines. These days will be prorated from the employee's first day of service until June 30 of the year of hire. When the new fiscal year begins (July 1) the annual sick/emergency leave allocation will be granted per the Support Staff Guidelines. Sick leave can be accumulated upon continuous work service in the district up to the specified number of days as outlined in the Support Staff Guidelines.

### Support Staff Holidays

Paid holidays will be offered to support staff as designated in the Support Staff Guidelines. Holiday pay will only be granted to support staff employees who are under employment at the time of the holiday. Holiday pay will be suspended for support staff employees on Board approved leaves of absence, short or long term disability, and FMLA.

### Support Staff Vacation

Vacation time will be offered to year-round support staff as designated in the Support Staff Guidelines. Vacation is granted on a prorated basis from the employee's first day of service until June 30 of the year of hire. When the new fiscal year begins (July 1) vacation will be allocated per the Support Staff Guidelines for years of service.

Vacation should be used during non-school days as much as possible or when a substitute is not required. All requests for vacation must be approved in advance by the District Administrator. Unpaid time off is discouraged and only available if circumstances warrant, also per the approval of the District Administrator.

Vacation may not be accumulated past the year in which it is granted, July 1 to June 30. However, unused vacation may be carried over two weeks into the new fiscal year (July 15), or be forfeited. Allocated vacation remaining (not used) at the time of resignation/retirement will be paid out following the last day of employment (e.g. #1—support staff member resigns January 1, has used half of allocated vacation, so can be paid out for the remaining unused half of vacation time, e.g. #2—support staff member resigns June 30, and has used half of vacation granted July 1 of the previous school year, so can be paid out for the remaining unused half of vacation).

Resignations/ retirements at the end of a given school year must be dated June 30, the last day of the fiscal year. If a resignation/retirement occurs after July 1, the employee must work at least one quarter into the new fiscal year (until October 1) to receive a pay out of that year's unused allocated vacation. Terminated employees forfeit post retirement benefits, including pay outs for unused vacation.

Pat Antony, District Administrator  
June 2, 2011