

Staff Leave

It shall be the policy of the school board to provide staff leave under the following regulations which will be looked upon as privileges and not rights. The intent of the Board is to provide annual leave days for activities which cannot be conducted other than during the normal working day and for unforeseen medical needs of the employee or members of the employee's family. The educational needs of students should be considered before any leave days are used.

Paid Time Off (PTO):

PTO days are leave days to be used for any combination of illness, doctor appointments, family business, childcare, or any other personal needs.

- A. Ten (10) days of annual PTO leave will be granted to all full-time employees. A full-time employee is defined as someone who works a minimum of 30 hours per week. All part-time employees will be allowed one hour of paid leave for every 30 hours worked, up to a maximum of 48 hours.
- B. PTO leave is accrued proportionately to the time of service in any given year, but the entire yearly allowance may be utilized at any time during the year.
- C. Days taken as PTO leave shall not apply towards the 40 hours per week necessary before overtime pay is received.
- D. PTO leave will be allocated at the beginning of each contract year. Upon termination of a contract, the District will review the amount of leave used by the employee. Should an employee over-extend their leave, the District will deduct the overuse of the leave from the payout of the contract.
- E. PTO days not used by the end of the school year will be moved to the employee's accumulated sick leave balance.
- F. Accumulated sick leave may be taken for the following reasons:
 - personal mental or physical illness, injury, or health condition or the need to obtain medical care, or the need to evacuate from an employee's place of residence due to inclement weather or other unexpected events;
 - the necessary care and attendance for the employee's family member who has a mental or physical illness, injury or health condition, the need to obtain medical care, or whose school or place of care has been closed due to inclement weather or other unexpected events;

- seeking medical attention or related services if the employee or a member of the employee's family has been the victim of domestic abuse, sexual assault, or harassment;
 - the district has been ordered to close by a public official due to a public health emergency;
 - the school or childcare provider for the employee's child has been ordered to close by a public official due to a public health emergency and the employee needs to be absent from work to care for their child; or
 - bereavement, including funeral services and other financial or legal matters, after the death of a family member.
- G. For accumulated sick leave purposes, the term "family member" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the superintendent.
- H. Accumulated sick leave days may accrue to a maximum 75 days. For each day of absence beyond the accumulated sick leave benefit, a deduction of one day's salary will be made. A day's salary will be determined by dividing the total contract salary by the number equal to the number of days employed by Akron School District R-1.
- I. In the event this policy is abused through an organized "sick out", the Superintendent has the authority to temporarily suspend all sick leave.
- J. In any case in which the District reasonably believes it is necessary to do so, the District may require the employee to secure written verification from a physician or other service provider attesting to the condition that requires that the employee be on leave. All medical information shall be used only for the purposes specified in this policy and shall be maintained in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee.
- K. Pregnancies qualify for PTO and/or accumulated sick leave.
- L. If an employee sustains a long illness and uses up all accumulated sick leave or does not have enough accumulated sick leave, the employee will not be

paid for any additional days of leave approved and taken unless the employee qualifies for days from the sick leave bank or another paid leave.

Reinstatement upon rehiring

If an employee separates from employment with the district and is rehired by the district within 6 months after the separation, the district must reinstate any accumulated sick leave that the employee had accrued but not used during the employee's previous employment if that accrued paid sick leave had not been paid out at the time of the separation.

Sick Leave Buy-Back

Reimburse all employees, upon resignation or retirement, who have 10 years or more of continuous experience in the Akron District for up to 50 days of unused accumulated sick leave at the following rates:

- A. Teachers: One-half (1/2) of the current substitute pay
- B. Bus Drivers: One-half (1/2) of the current trip pay
- C. Hourly Employees: One-half (1/2) of the current step one hourly rate

All employees with 75+ days of accumulated sick leave may ask the District to buy back 10 days per year at the same rates as listed above.

Bereavement Leave:

- A. Two days of bereavement leave may be granted annually for all employees. This leave is in addition to PTO days.
- B. Bereavement days do not accumulate.
- C. Permission to use bereavement days must receive prior approval from the principal and the superintendent

Critical Shortage Retiree Employee

Staff members who continue in the district after retirement, as critical shortage retirees, may access unused sick days remaining after sick leave buy-back due to retirement under the following conditions: critical shortage retiree is stricken with a catastrophic/life threatening disease or illness or critical shortage retiree experiences the loss of life of a spouse or child. These days can only be used under the defined circumstances and must be approved by the superintendent.

Adopted: August 12, 2003
Revised: June 8, 2004
Revised: July 12, 2005
Revised: September 13, 2005
Revised: October 8, 2013
Revised: September 12, 2023
Revised: April 10, 2024

LEGAL REF.: C.R.S. 2-4-401 (definition of immediate family)
C.R.S. 8-13.3-401 et seq. (*Healthy Families and Workplaces Act*)

CROSS REFS.: GBGH, Sick Leave Bank
GBGF, Federally-Mandated Family Leave
GBGL, Staff Victim Leave
GBJ, Personnel Records and Files

Akron School District, Akron, Colorado