

PERSONNEL SERVICES

Absences, Leave, and Vacation

General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certified staff will have available 10 days of sick leave per school year cumulative to (no limit) days. Eligible support employees have available 10 days of sick leave per year cumulative to (no limit) days.

When employees are absent more than 5 days in any semester or more than 11 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

The following sick day pay policy adopted 7/18/2006:

- 0-5 years of service to Blackwater RII = \$0 per day
- 5-10 years of service to Blackwater RII = \$15 per day
- 10-15 years of service to Blackwater RII = \$20 per day
- 15-up years of service to Blackwater RII = \$30 per day

On January 18, 2011, the Board of Education amended the termination of employment pay for accumulated sick days to reach a maximum of 40 days, not 8 weeks adopted in 2006. The accumulated sick day rate will remain the same:

- Employees with 0-5 years in the District: \$0/day
- Employees with 5-10 years in the District: \$15/day
- Employees with 10-15 years in the District: \$20/day
- Employees with 15-up years in the District: \$30/day

Effective June 4, 2012:

Blackwater R-II Certified and Non-Certified Staff will receive prorated sick/personal leave days based upon employee FTE.

- 1.0 = 10 personal/sick days total
- 0.9 = 9 personal/sick days total
- 0.8 = 8 personal/sick days total
- 0.7 = 7 personal/sick days total
- 0.6 = 6 personal/sick days total
- 0.5 = 5 personal/sick days total
- 0.4 = 4 personal/sick days total
- 0.3 = 3 personal/sick days total
- 0.2 = 2 personal/sick days total
- 0.1 = 1 personal/sick days total

Adopted: 10/17/2006

**PERSONNEL SERVICES**

**Policy 4330**

**Absences, Leave and Vacation**

**Holidays and Vacation**

Effective beginning July 1, 2012

The Board will annually adopt a calendar that will provide for the following support staff holidays:

9 month support staff will have four (4) paid holidays: Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

12 month support staff will have six (6) paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day and the 4<sup>th</sup> of July.

12 month support staff will have ten (10) paid vacation days.

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.

Administrators employed on a twelve (12) month contract shall have vacation as provided in their individual contracts. Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent's approval.

**PERSONNEL SERVICES**

**Policy 4420**  
**(Regulation 4420)**

**Professional Activities, Training and Professional Growth**

**Conferences and Travel**

The Superintendent may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging and registration.

BOE Policy 4420 Revised on April 19, 2011

Lodging will be reimbursed at the single rate. If more than one person stayed in the room, please provide an explanation, including the person's name and association to the school/business purpose.

If there was an additional person(s) in the room who was not on school business reimbursement is made at the single rate. Provide the single rate or indicated that the rate charged was the same as the single rate.

Meal reimbursement will be \$10.00 for breakfast, \$10.50 for lunch, and \$21.50 for dinner when not provided by workshop/conference attended.

Mileage will be reimbursed at the district rate of \$0.40 per mile with supporting documentation.

## PERSONNEL SERVICES

Policy 4510

### Compensation

### Benefits

The Board of Education provides fringe benefits to full-time staff members. The extent and nature of fringe benefits provided may vary by employee group and work schedule.

Insurance coverage for staff members includes:

1. Liability Insurance
2. Workers' Compensation Insurance
3. Unemployment Compensation Insurance
4. Medicare Coverage
5. Medical Insurance

### Policy 4510

Effective June 4, 2012:

Blackwater R-II Certified and Non-Certified Staff will receive prorated medical insurance contributions approved by the BOE based upon employee FTE.

FTE equals one of the following 1.0, 0.9, 0.8, 0.7, 0.6, 0.5, 0.4, 0.3, 0.2, or 0.1