

**Absences, Leave and Vacation**

**Staff Sick Leave Bank**

1. All full-time personnel on less than a 12-month contract receive 10 sick/personal leave days per school year. Employees on a 12-month contract receive 12 sick/personal leave days. There is no limit on accumulated leave days.
2. The school district will place 100 days in the bank on September 1, 2020. In years following 2020, when the total full-time staff is increased beyond the number of staff employed on September 1, 2020, an additional day will be added to the sick leave bank for each new position. Thereafter, *only if necessary*, each staff member in the district will contribute one day of annual sick leave during each subsequent year and/or until the Superintendent determines a sufficient number is in the bank for a minimum of one full year's operation.
3. Each new person employed full time to the district will donate one of their first 10 sick days to the sick leave bank.
4. A full-time staff member may draw from the bank *only* after using all of their accumulated sick leave days and after being off work five consecutive days without earned pay.
5. Maximum days allowed withdrawal for each occurrence as noted above:
  - a. First year of service in the Central R-III School District - Maximum 15 days
  - b. Second year of service - Maximum 45 days
  - c. Third year and above - Maximum 90 days
6. Termination of services with the district automatically terminates eligibility for sick leave bank withdrawals.
7. Those staff members who have used days from the bank must pay back days at the rate of five days per year, beginning with the first year following the use of sick leave bank days and each year thereafter until the total is paid back. Staff members who leave the district while owing days to the sick leave bank must reimburse the district for days not paid back based on the average daily salary of the employees last contract.
8. As days are paid back, those days will be returned to the sick leave bank.
9. All personnel are encouraged to supplement the sick leave bank by individually purchasing adequate salary protection insurance to meet their personal needs.

10. A contract will be prepared and signed, upon the request, by the employee making the withdrawal from the sick leave bank and the Superintendent.

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Central R-III School District, August 2019

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