

## Staff Annual Leave

Each full time employee is entitled to receive 9 days leave each contract year. Employees with an extended schedule will be given 1 additional day for each additional month worked. Therefore, each employee shall acquire 9 days at the beginning of each additional year of employment or pro-rated if employed during the year. Unused days will rollover. Part-time employees shall get paid leave at a rate of 1 hour per every 30 hours worked, per state statute effective 1/1/21. Leave for service of less than one year is proportionate to time served.

All leave time is allocated to maintain health, or take care of family and other personal emergencies. A doctor's excuse is needed for any absence due to illness, exceeding three days in a row. Leave may also be used upon the death of a relative or friend. If an employee is absent beyond the accumulated leave days, that employee may request donations of leave days from other employees.

The Charter Board recognizes that circumstances may make it necessary for employees to use more leave days during a contract year than earned. If a staff member is absent more than their accumulated and donated days, that staff member will lose pay for each day absent at a per diem rate.

No leave will be granted the day before or the day after Thanksgiving, Christmas, or Spring Break. An exception may be made in special circumstances with prior approval from the administrator.

Upon termination of employment, and if an employee has been working for the Charter School for three consecutive years, that employee is eligible to be reimbursed at the rate of \$15.00 per day for any unused leave which the employee has accumulated.

LEGAL REF.: C.R.S. C.R.S. 22-32-110 (1)(j)

CROSS REF.: GCBD, Professional Staff Fringe Benefits  
GDBD, Support Staff Fringe Benefits  
GBGF, Federally-Mandated Family and Medical Leave (waived)  
GBGF-R, Letter of Understanding Regarding Staff Sick Leave

First Reading Date: 1-20-21

Adoption Date: 4-21-21

Lake George Charter School

(Rev. 4-14-21)