

Employee Leave - DBAB

All regular District contract employees are allowed 11 leave days a year with the following provisions:

1. No employee may take more than three days in a month without permission from the employee's immediate supervisor.
2. Employees must apply through their principal and then to the District Office to take leave any of the three days preceding or following holidays or other functions where a disproportionate number of staff may wish to take leave. Applications will be approved on the basis of who applies first and the length of time since the employee last applied for leave adjacent to a holiday period.
3. The District may deny or limit leave days not related to illness if enough staff are not available to deliver quality instruction to students.
4. No employee will be allowed to accumulate more than the 11 leave days. Unused leave days will be placed in the employee's personal sick leave bank. Any unused leave days beyond 6 days in a current year may be sold back to the District at the daily rate of a \$100.00 per day. Employees who have accumulated 120 or more days may sell back any or all unused days. The payout for any days in excess of 5 will be paid at the rate of a certified substitute.
5. All current year leave days must be utilized before the employee can access his/her sick leave bank.
6. The sick leave bank may be accumulated to a total of 180 days.
7. Employees may take up to 3 days of leave ~~annually~~ for the death ~~in the of an~~ immediate family member. Immediate family is defined as parents, parents of spouse, son, daughter, brother, sister, son-in-law, daughter-in law, and grandparents. Leave for the death of an immediate family member may not be banked or carried over. is separate from the 11 annual leave days provided for in this policy. Bereavement leave and extenuating circumstances that may arise must be approved by the building principal or direct supervisor.

This program may be reviewed on an annual basis.