

## Montezuma-Cortez School District RE-1

### Leave benefits (for 12 month employees)

- Discretionary Leave – earn 1 per month
- Sick Bank – Can join with 1 day at employment or enter once a year in May or June
- Vacation –
  - 2 weeks after 1 year
  - 3 weeks after 5 years
  - Prorated the first year at July 1<sup>st</sup>
- Holidays –
  - 4 day week schedule -12 days (if on the school calendar)
    - July 4<sup>th</sup>
    - Labor Day
    - Thanksgiving (2 days)
    - Christmas (2 days)
    - New years day
    - Martin Luther King Day
    - President's Day
    - Spring Break (2 days)
    - Memorial Day
  - 5 day week schedule -14 days (if on the school calendar)
    - July 4<sup>th</sup>
    - Labor Day
    - Thanksgiving (3 days)
    - Christmas (3 days)
    - New years day
    - Martin Luther King Day
    - President's Day
    - Spring Break (2 days)
    - Memorial Day

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### Leave benefits (for school calendar employees)

- Discretionary Leave –
  - Support staff - earn 1 per month
  - Certified staff – earn 10 days at beginning of contract
- Sick Bank – Can join with 1 day at employment or enter once a year in May or June
- Vacation –
  - Only days off as listed on school calendar
- Holidays –
  - Only days off as listed on school calendar

## Montezuma-Cortez School District RE-1 Work Schedule Leave Protocol

Due to the change in the school calendar to a four day work week, the following will be rules and regulations used to calculate accrual of leave and also usage of leave.

### Vacation leave accrual –

- An employee must work for one full year before vacation is given.
- If an employee starts in the middle of the year, a prorated amount of vacation will be given at July 1<sup>st</sup>, according to the percentage of the year worked.
- The number of days given at July 1<sup>st</sup> will depend on the immediate prior year's work schedule.
- If an employee is on a 5 day schedule, then one week equals 5 days.
- If an employee is on a 4 day schedule, then one week equals 4 days.
- i.e. Most employees in 2009-2010 will earn the 5 days for the 5 day schedule worked in 2008-2009.

### Vacation leave used –

- A vacation leave day used depends on the work schedule.
- If an employee is on the 4 day schedule, one day used equals 1.0 day deduction.
- If an employee is on the 5 day schedule, one day used equals 1.0 day deduction if during the school calendar year.
- If an employee is on the 5 day schedule, and working a 4 day schedule for the summer time, one day used equals 1.25 day deduction.

### Sick, personal/emergency and discretionary days –

- Each of the leaves listed above will follow the same usage calculations as vacation listed above.
- Sick, personal/emergency or discretionary leave used in the summertime, by employees on a 5 day schedule, working a 4 days week will be docked 1.25 for usage of one day.
- In the case of personal/emergency leave (in the summer time), an employee must "make up" the extra two hours taken or use comp time.
- Effective July 1, 2009, employees working the 4 day schedule will only be charged 1.0 day.

If you have questions about a situation, please get verification from the human resource department as to the time you will be charged for the time taken off.