

Minor Changes (Minimal Impact on Employees) (page numbers from “clean” copy)	Rationale
<p>Added provision for previous licensed employees of the Division to transfer sick leave days (p.39)</p> <p>New key terms added for clarification, including “day of leave” (p.3)</p> <p>Establishes practice into policy: allows for a negotiated balance or accrual rate of additional annual leave (p.8)</p> <p>New rules around transfer and payout of annual leave (p.9)</p> <p>Clarifies leave use, eligibility, and expands covered members for bereavement leave, allows paid admin use for death of current coworker (p.10)</p> <p>Establishes election official leave (polling) from practice into policy (p.12)</p> <p>Defines leave for field trips for employees attending as parents or volunteers (p.24)</p> <p>Allows payout of holiday leave for non-exempt employees who work on a holiday and exempt employees to bank the day of leave, clarifies what happens with leave on half-day holidays (pp.24-25)</p> <p>Establishes mandated Income Replacement Program (IRP) for VRS Hybrid Plan Employees (p.26)</p> <p>Establishes maternity leave from practice into policy (p.33)</p>	<p>Makes policy the same as what new employees from other school divisions are provided by code</p> <p>“Day of Leave” and “workday” added as defined terms (among others) to establish that leave accrued may be different from leave charged</p> <p>Recruiting and retention tool</p> <p>Employees will be paid out for annual leave when they move from benefits-eligible to ineligible positions or leave the position; employees may also deactivate the leave (and reactivate if becoming benefits-eligible again) and transfer annual leave to personal leave if the change in status allows.</p> <p>Expands leave coverage/options</p> <p>Provides clarity</p> <p>Expands leave benefits in some cases and defines rules for leave use on holidays; adds paragraph on religious holidays to approve if requested</p> <p>Clarified expectations</p>

<p>Updates Sick Leave Bank Program that organization will assess an additional day when bank falls below 1600 hours instead of when the bank falls below 200 days, states that Hybrid Plan employees are not eligible to use the Bank when they are using IRP, and allows for documentation from a health care provider instead of M.D. (p. 41)</p> <p>Establishes student sponsor activity leave for employees who participate in Division activities not counted as work (coach for example) as paid leave (p.43)</p> <p>Defines short-term leave without pay (LWOP) and establishes limits and approvals needed (p.44)</p> <p>Clarifies long-term leave of absences (LOA), eliminates the infrequently utilized Career Leave Program (p.43)</p> <p>Other updates per Code (FMLA and military leave)</p>	<p>No impact moving from “day” to hours; Hybrid plan members will only be eligible for the Sick Bank in their first 0-12 months of service</p> <p>Establishes principle that Board employees should not use leave or lose income when employee is taking leave to do something that benefits students</p> <p>Leave of absence granted for employees with at least 6 months of continuous service from 28 days up to 12 months</p>
Major Changes (Significant Impact on Employees)	Rationale
<p>Separates personal leave from sick leave effective July 1, 2019, establishes distribution timeline and rates, now provides personal leave to benefits-eligible classified staff, establishes rules for conversion to annual leave, establishes cap of 5 paid days per year (p.36)</p> <p>Defines increments, expectations, and flex time usage for exempt and non-exempt employees (p.7)</p>	<p>The time and attendance system will be able to categorize and allocate leave by leave-type. Currently, personal leave taken is charged to employee’s sick leave hours. The amount of authorized personal leave days allowed per year (2) is not changing; however this policy establishes that if personal leave is not available, it will not be approved or taken from sick leave hours. A “cap” of 5 personal leave days will be allowed for teachers and benefits-eligible classified staff.</p> <p>Increments of leave needed to be made consistent for the purposes of data submission to the time and attendance system. Exempt employees, except teachers, will submit leave in full-day increments. Teachers will submit leave in half-day or full-day increments to mirror</p>

substitute requests, and non-exempt employees will submit leave in 15 minute increments. Supervisors may approve employees to work alternative schedules in lieu of taking leave (flex time).