



## Guidelines for Paid Time Off

Effective: July 1, 2022

### HOLIDAY

- Holiday pay will be paid based on the individual employee's assigned schedule.
- To receive holiday pay you must be assigned and/or scheduled to work on that date.
- GASELPA staff that are assigned to a Member District will follow the holiday calendar of that District.
- If that District is in session on a GASELPA holiday staff members will work the day of the GASELPA holiday and have the paid holiday on the date that the District recognizes that holiday.
- No staff member will lose a paid holiday by following a Member District holiday calendar.

### VACATION

- Vacation hours are to be used in the fiscal year in which they are earned.
- A maximum of thirty (30) carryover hours are allowed. Carryover hours greater than twenty (20) hours will need **PRIOR** approval of the Executive Director or designee.

### PERSONAL NECESSITY

- Employees shall be entitled to use accrued sick leave as Personal Necessity for any of the reasons listed below:
  - The death of a member of the employee's immediate family as defined in "Bereavement" where the number of days absent exceeds the limit allowable.
  - An accident involving the employee's person or property, or the person or property of a member of the employee's immediate family as defined in "Bereavement" below.
  - Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
- Personal Necessity leave may be granted for other emergencies and events that may occur if permission for such leave is granted by the Executive Director or designee. Prior notice and approval may be required for such leave.
- Employees claiming personal necessity shall be required to fill out an absence form specifying the reason for the absence.
- Personal Necessity Leave may not be used for vacation, recreation or extension of a holiday or weekend.

### BEREAVEMENT

- Each employee is entitled to a paid leave of absence on account of the death of any member of his or her immediate family. Such leave shall not exceed three (3) days, or five (5) days if travel out-of-state and/or more than 200 miles is required.
- "Immediate" family is defined as:
  - Spouse
  - Son or Daughter
  - Mother or Father
  - Grandmother or Grandfather
  - Grandchild of the employee or of the spouse of the employee
  - Son-in-Law or Daughter-in-Law
  - Brother or Sister of the Employee
  - Any Relative living in the immediate household of the employee.
- The employee must provide written verification of the death of the immediate family member within one week of taking leave upon request. Request for bereavement leave shall be made to the Executive Director or designee.

### JURY DUTY

- All employees called for jury duty in a court of law shall continue to receive regular salary and benefits as required by law, less any jury fees received.
- Employees must submit a copy of the jury summons to the GASELPA no fewer than ten (10) days prior to the start date.
- At the completion of the employee's jury service, he or she must submit the original jury service completion form to the SELPA Office.