

Paid Leave

Full-time certified employees will be credited with 12 days of paid leave on the first day of the fiscal year. Full-time classified employees will be credited with 1 sick day of paid leave for each month of their contract, plus two additional days, beginning on the first day of the fiscal year. Unused leave will be accumulated. The paid leave may be used as sick leave, bereavement leave or personal leave.

Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, child, grandchild, parent or the parent or child of the employee's spouse. The superintendent shall have the right to receive verification of any illness or disability.

Bereavement leave is paid leave in the event of the death of a member of the family covered by sick leave. Bereavement leave is limited to three days per occurrence. Bereavement leave will be deducted from available paid leave.

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is not limited but will be deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.

If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave.

CERTIFIED & ADMINISTRATORS-PAYOUT FOR UNUSED SICK LEAVE

1. Sick Leave Increments: Upon KPERS retirement eligibility, sick leave payout will be as follows:

- A. No payment for any days under 100.
- B. Those who have accumulated 100 days will receive \$100 per day.
- C. Those who have more than 100 days will receive \$100 per day for the first 100 days and \$50 per day for any day beyond 100.
***Example: If you had 150 days, you would receive \$10,000 for the first 100 days and \$2,500 for the last 50, which would equal a \$12,500 payout.

2. Sick Leave Pay Out:

- A. If the employee's KPERs membership date was prior to July 1, 1993, the sick leave payout will be distributed in a lump sum. (KPERs Requirement: According to KPERs for the lump sum payout to be figured in with the retirement benefit, it would have to appear in the employee's final check.)

PER KPERs, "ADD-ON PAY" MAY BE USED IN THE CALCULATION OF YOUR FINAL AVERAGE SALARY.

**Upon retirement, a \$15,000 payout on the last check would equal a monthly KPERs increase, which would range from \$200 to \$250. However, this will depend on years of service and final average salary. Therefore, the benefit will vary. Each employee will need to contact KPERs to see how this affects him/her.

Also, the employee could place some, or all, of the sick leave payout amount into an employ(ee) funded 403(b) with one of our existing companies, American Fidelity (if employee is currently contributing), Security Benefit or New York Life. This election must be made by June 1st.

- B. If the employee's KPERs membership date was July 1, 1993 or later, the sick leave payout will be distributed in a lump sum payout and would appear in the employee's final check.

PER KPERs, "ADD-ON PAY" IS NOT USED TO CALCULATE FINAL AVERAGE SALARY.

Also, the employee could place some, or all, of the sick leave payout amount into an employ(ee) funded 403(b) with one of our existing companies, American Fidelity (if employee is currently contributing), Security Benefit or New York Life. This election must be made by June 1st.

Final Average Salary - KPERs 1

If your membership date is **on or after** July 1, 1993, your final average salary is:

- An average of your three highest years of salary, **excluding** additional compensation.*

If your membership date is **before** July 1, 1993, **or** you were in your "year of service" waiting for membership on July 1, 1993, your final average salary is either:

- An average of your four highest years of salary, **including** additional compensation,* or
- An average of your three highest years of salary, **excluding** additional compensation.*

KPERS will use the highest salary average.

***Additional Compensation** or "add-on pay" is compensation from your employer for unused sick leave, annual leave, etc. If add-on pay is included in your final average salary, it is spread over all the days that you worked in the calendar year you retired. It is not credited only to the quarter in which you were paid for it.

CLASSIFIED-PAYOUT FOR UNUSED SICK LEAVE - Effective: 7/1/14

3. Sick Leave Increments: Upon KPERS retirement eligibility, sick leave payout will be as follows:

D. No payment for any days under 100.

E. Those who have accumulated 100 days will receive \$50 per day.

F. Those who have more than 100 days will receive \$50 per day for the first 100 days and \$25 per day for any day beyond 100.

***Example: If you had 150 days, you would receive \$5,000 for the first 100 days and \$1,250 for the last 50, which would equal a \$6,250 payout.

4. Sick Leave Pay Out:

- A. If the employee's KPERS membership date was prior to July 1, 1993, the sick leave payout will be distributed in a lump sum. (KPERS Requirement: According to KPERS for the lump sum payout to be figured in with the retirement benefit, it would have to appear in the employee's final check.)

PER KPERS, "ADD-ON PAY" MAY BE USED IN THE CALCULATION OF YOUR FINAL AVERAGE SALARY.

Also, the employee could place some, or all, of the sick leave payout amount into an employ(ee) funded 403(b) with one of our existing companies, American Fidelity (if employee is currently contributing), Security Benefit or New York Life. This election must be made 30 days prior to the employee's final check.

- B. If the employee's KPERS membership date was July 1, 1993 or later, the sick leave payout will be distributed in a lump sum payout and would appear in the employee's final check.

PER KPERS, "ADD-ON PAY" IS NOT USED TO CALCULATE FINAL AVERAGE SALARY.

Also, the employee could place some, or all, of the sick leave payout amount into an employ(ee) funded 403(b) with one of our existing companies, American Fidelity (if employee is currently contributing), Security Benefit or New York Life. This election must be made 30 days prior to the employee's final check.

Final Average Salary - KPERS 1

If your membership date is **on or after** July 1, 1993, your final average salary is:

- An average of your three highest years of salary, **excluding** additional compensation.*

If your membership date is **before** July 1, 1993, **or** you were in your "year of service" waiting for membership on July 1, 1993, your final average salary is either:

- An average of your four highest years of salary, **including** additional compensation,* or
- An average of your three highest years of salary, **excluding** additional compensation.*

KPERS will use the highest salary average.

***Additional Compensation** or "add-on pay" is compensation from your employer for unused sick leave, annual leave, etc. If add-on pay is included in your final average salary, it is spread over all the days that you worked in the calendar year you retired. It is not credited only to the quarter in which you were paid for it.

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Approved: 7/16/2015

KASB Recommendation - 4/7; 5/14; 4/15