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3 Personal leave will accrue as follows:

<u>Employment</u>	<u>Day(s)/Year Allowed</u>
150-200 199 days employees	1 Day
200-229 day employees	2 Days
230 and above day employees	3 Days

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12 Personal leave is not cumulative and must be used prior to the ending of the employee's
13 contract year.

14
15 Any unused personal leave is forfeited upon the resignation and/or termination of the
16 employee and in no case shall it be compensatory or transferable.

17
18 Notice to the employee’s principal or other immediate supervisor that personal leave is to
19 be taken will be given at least one (1) day before taking such leave (except in cases of
20 emergency). The employee is not required to state the reason for taking such leave and
21 his/her signature on the notice of absence form will attest that the leave is being taken
22 under the conditions stated above.

23
24 Employees may take additional days of personal leave to attend activities
25 which their PK-12 school-age children are participating in, which are Animas Public
26 School activities at the regional, state, or national level under the following guidelines:

27
28 The employee must have leave approved through the district office one week in advance
29 so that arrangements for a substitute may be made.

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31 The employee’s pay will be reduced by the amount necessary to reimburse the district for
32 the cost of a substitute. For teachers and aides this will be at the highest rate for
33 substitutes, for other employees this will be at the hourly rate for substitutes for that
34 position.

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36 Final approval is at the discretion of the Superintendent.
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3 Full time, 240 or more day employees excluding the Superintendent, shall be entitled to
4 annual leave on the following schedule:

<u>Years of Service</u>	<u>Days Per Year</u>
1-5	12
6-10	15
11+	18

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13 The following provisions apply:

- 14 1. Annual leave shall not accrue to any employee while on a leave without pay status
- 15 2. Years of service credit include only those years of employment with the Animas
- 16 Public School District.
- 17 3. Annual leave will not be granted in advance of the number of days earned by the
- 18 employee at the time of leave.
- 19 4. Authorization from an employee’s immediate supervisor must be granted in
- 20 writing prior to taking leave, and only for such times as will least interfere with
- 21 the efficient operation of the schools (except in cases of emergency).
- 22 5. Employees absent without prior authorization may be subject to deduction from
- 23 annual leave or salary, suspension without pay or dismissal from the system.
- 24 6. Unused annual leave is cumulative, not to exceed thirty (30) working days.
- 25 7. Annual leave is earned leave computed on the basis of the number of months and
- 26 percentage of FTE (full time equivalency) of greater than one-half of service in
- 27 any given year.
- 28
- 29

30 Upon termination of employment, no payment will be made for more than twenty (20)
31 days of unused annual leave at the employee's current wages.

32
33 Annual leave shall not be granted to temporary agency or part-time (under one-half FTE)
34 employees.

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36 The Board reserves the right to negotiate a separate annual leave agreement with the
37 Superintendent of Schools.

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39 Holidays

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41 The Board of Education upon recommendation of the Superintendent will approve a
42 calendar of paid holidays for all twelve month employees (including those covered by a
43 union) that is in accord with the adopted school calendar.

1 **Domestic Abuse Leave**

269-1

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3 Victims of domestic violence, sexual assault or stalking may take up to three (3) days
4 leave without pay for legal or law-enforcement assistance, medical treatment or
5 counseling.

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7 Family members of a victim of domestic abuse may take up to three (3) days leave
8 without pay to help a victim obtain needed treatment or services.

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10 Family members include child, spouse, parent, parent-in-law, grandparent, or person the
11 employee is dating.

12
13 The District may require verification from an employee who requests leave. If
14 verification is requested by the District, the employee may provide one or more of the
15 following:

- 16
17 1. A police report indicating the employee or employee’s family member was
18 victim.
- 19
20 2. A court order providing protection to the victim.
- 21
22
23 3. Documentation from a licensed healthcare provider, advocate, clergy or attorney.
- 24
25 4. An employee’s written statement that the employees or employee’s family
26 member is a victim and needs assistance. Family relationship may be determined
27 by birth certificate, court document, or other similar record or a statement from
28 the employee.

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3 The Animas Public Schools gratefully acknowledges the value and support of parents and
4 community members who volunteer for work in the schools and provide services to its
5 students. To promote safety and security in the schools, and satisfactory experiences for
6 volunteers, the District observes the following rules regarding volunteers and volunteer
7 services:

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9 1. Volunteers must complete a Volunteer Agreement, in which the volunteer
10 acknowledges and agrees that the following obligations and restrictions will apply
11 to the volunteer as a result of the District’s acceptance of volunteer’s offer to
12 provide volunteer services to the District:

- 13 2.
- 14 a. Volunteers work in partnership with, under the supervision of, and at the
15 pleasure of the District.
 - 16 b. Individuals who choose to volunteer shall be subject to reference checks,
17 and all individuals having direct contact with or unsupervised access to
18 students must undergo a criminal background check, as provided by law.
19 Volunteers may be subject to additional background investigations as
20 determined by the District.
 - 21 c. An employee of the District may not volunteer to his or her own
22 department or provide services of the same type the employee is employed
23 to perform.
 - 24 d. Volunteers shall abide by and provide services according to the policies
25 and procedures of the District, and shall be subject to the direction and
26 supervision of District employees.
 - 27 e. Any volunteer’s services may be terminated at any time, at the sole
28 discretion of the District.
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