

# Leave Accounting Manual

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## **Introduction**

Leon County Schools offers several types of leave to eligible employees as a benefit in the form of paid time off for illnesses, jury duty, bereavement, military obligations, personal, and private matters.

Employees who are employed in a regular position are considered leave eligible. Student OPS, hourly, substitute teaching, and Annual Program Based instructional positions are not considered leave eligible positions.

Any absence, on a scheduled work day, from an employee's regular work assignment requires an approved leave of absence. All absences (paid or unpaid) must be pre-approved by a supervisor except for unforeseen emergencies and unexpected sick leave. It is the employee's responsibility to initiate his or her leave request and appropriate supporting documentation.

The purpose of this manual is to provide an overview of leave accounting, Time Off, True Time, timekeeping, and the Fair Labor Standards Act. Please refer to the Collective Bargaining Agreements, Board Policies, Board Procedures, Skyward instructions for posting leave and running reports, and the Leave Accounting Website for additional information.

## **True Time and Time Off**

Time Off is the Leave Accounting System for the District and True Time (the timekeeping system) will be implemented in the near future. The two systems will work in conjunction with each other to:

- Ensure compliance with the Fair Labor Standards Act (FLSA)
- Collect time weekly as required by the FLSA
- Eliminate and streamline manual processes
- Standardize time keeping and leave accounting throughout the District
- Standardize equipment
- Administer and monitor comp time correctly
- Make the leave and time tracking reconciliation process easy and compliant

**The chart below outlines which pay types will be using which system(s):**

| <b>PAY TYPE</b> | <b>PAY TYPE DESCRIPTION</b>   | <b>TRUE TIME (Timekeeping)</b> | <b>TIME OFF (Leave Accounting)</b> |
|-----------------|---|--------------------------------|------------------------------------|
| 2               | 12 Month Non-Instructional, LESPA, LOCAL 1010, District Personnel, Custodians, Bookkeepers, Secretaries, etc. | √                              | √                                  |
| 3               | 10 Month Non-Instructional, LESPA, LOCAL 1010, Paraprofessionals, Bus Drivers, Bus Assistants, & Food Service | √                              | √                                  |
| 5               | LESPA - 10 Month Secretaries  | √                              | √                                  |
| 1 & 6           | LCTA – Teachers (>3.75 Hours per day)   | N/A                            | √                                  |
| AD              | Athletic Directors (>3.75 Hours per day)  | N/A                            | √                                  |
| 9               | School & District Administrators  | N/A                            | √                                  |
| 4               | All Hourly Employees, Students, Substitute Teachers   | √                              | N/A                                |
| 7               | ESY (Summer Positions)  | √                              | N/A                                |

## Time Off

Leave eligible employees can view and request certain types of leave in Employee Access which is located in Time Off/Skyward. Leave cannot be entered in the new fiscal year until the calendars for the new fiscal year have been created or “rolled over”. However, there are some types of leave that cannot be requested through Time Off.

**The types of leave employees can request through Time Off are listed in the chart below:**

| Type of Leave      | Reason Code              | Description & Attachments Required   | Eligible Pay Types                    |
|--------------------|--------------------------|--|---------------------------------------|
| Annual             | Annual                   | N/A  | 2, 9, & AD                            |
| Sick               | Sick Leave               | Brief Description (i.e. Drs. Appt. or sick child)                                    | All except 4                          |
| Sick               | Personal Charged To Sick | N/A  | All except 4                          |
| Sick               | Emergency                | Brief Description  | All except 4                          |
| Sick Leave Pools   | Sick Leave               | Brief Description  | 9                                     |
| Bereavement        | Employee Request         | Relationship of deceased and Obituary Notice with date of death                      | All except 4                          |
| Jury/Other Witness | Employee Request         | Documentation from the Clerk of Courts Office  | All except 4                          |
| Temp Duty          | Temporary Duty           | Supporting Documentation and Description including starting & ending dates and times | All except 4                          |
| Comp Time (Used)   | Comp Time                | N/A  | 2, 3, & 5 (Non-Exempt Employees Only) |

**The types of leave employees cannot request through Time Off that have to be entered through Limited Access by the Leave Accounting site contact are listed in the chart below:**

| Type of Leave  | Time Off Code | Reason Code | Required Documentation   | Eligible Pay Types         |
|--|---------------|-------------|--|----------------------------|
| Family Medical Leave Act (FMLA)                          | FMLA          | FMLA        | If approved for FMLA leave and in unpaid status for more than 10 days, PAF must be submitted to Staffing Services. A Long Term Leave Request Form must also be sent to HR. | All except 4               |
| Leave Without Pay LWOP (< 10 Days) Mid-Month Payroll     | DOCKM         | UNPAID      | Enter using the L-Unpaid transaction code and submit the original LWOP form to the Payroll Department  | Mid-Month 1, 3, & 5        |
| Leave Without Pay LWOP (< 10 Days) End-of-Month Payroll  | DOCK          | UNPAID      | Enter using the L-Unpaid transaction code and submit the original LWOP form to the Payroll Department  | End-of-Month 2, 6, 9, & AD |
| Military Leave   | MILLV         | MILLV       | Military Orders. If deployed Long Term Leave Request Form must be submitted to HR and PAF must be submitted to Staffing Services.  | All except 4               |
| Workers' Compensation                                    | WCOMP         | WC          | Approval form must be scanned and attached to each leave entry   | All except 4               |
| Superintendent Early Release Days                        | OTHER         | SUPTR       | Add Reason in Comment Section  | All except 4               |
| Natural Disaster Emergency                               | OTHER         | NATDI       | Add Reason in Comment Section  | All except 4               |
| Leave for Domestic Violence Situations                   | OTHER         | DOMVI       | Leave Request for Domestic and Sexual Violence Situations (The form is located on Leave Accounting's webpage)  | All except 4               |
| Leave Contracting a Communicable Disease at the Worksite | OTHER         | COMDI       | Leave Request for Contracting a Communicable Disease at the Worksite (The form is located on Leave Accounting's webpage)   | All except 4               |

\*\* Long Term Leave (more than 10 days) is **not** entered into Time Off/Limited Access. Submit a PAF to Staffing Services and a Long Term Leave Request Form (fillable pdf) to Human Resources (located on their webpage).

## Time Off Org Chart / Leave Approval Flow

New leave eligible employees can begin using Time Off in Employee Access once they are set up in Skyward which means the PAF has to be completed, sent to Staffing Services, and approved through Human Resources. The Time Off Org Chart Request form must be completed and emailed to the appropriate staff member in Leave Accounting. The form is located on Leave Accounting's webpage.

Employees who have transferred to another site must be set up under the correct reviewer and approver in the Time Off Org Chart in order to be approved by the correct supervisor. The PAF facilitating the change must be completed, sent to Staffing Services, and approved through Human Resources before the employee's new supervisor will be able to approve his or her leave requests. The Time Off Org Chart Request form must be completed and emailed to the appropriate staff member in Leave Accounting. The form is located on Leave Accounting's webpage.

## FLSA, the Work Week & Compensatory Time

The Fair Labor Standards Act (FLSA) was established to provide rules and guidance for minimum wage, overtime pay, and recordkeeping for non-exempt full-time and part-time employees.

Non-exempt employees are hourly or salaried employees who do not qualify for a professional, administrative, computer, executive, or any other exemption under the FLSA. **Non-exempt employees entitled to overtime under the FLSA, all hourly employees, all student OPS employees, and all substitute teachers must clock in and out at the beginning and end of their lunch periods and work day utilizing the District's approved time-keeping system in order to record hours/time for payment.**

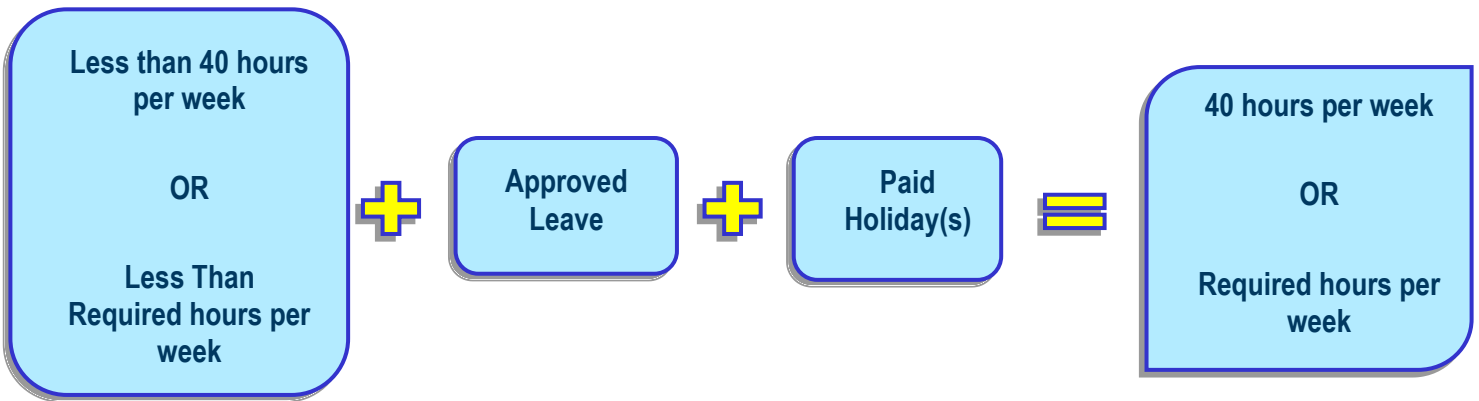
Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative, and professional positions, and certain computer positions. Such employees are exempt as long as they meet the salary requirements under the FLSA. Teachers and Substitute Teachers are generally exempt as well.

Exempt employees not entitled to overtime under the FLSA are not required to clock-in/clock-out at their assigned work-site, unless employed in an additional position where clocking in and out is necessary to record hours/time for payment. Refer to Procedure 6510A for further instructions regarding timesheets and clocking in and out.

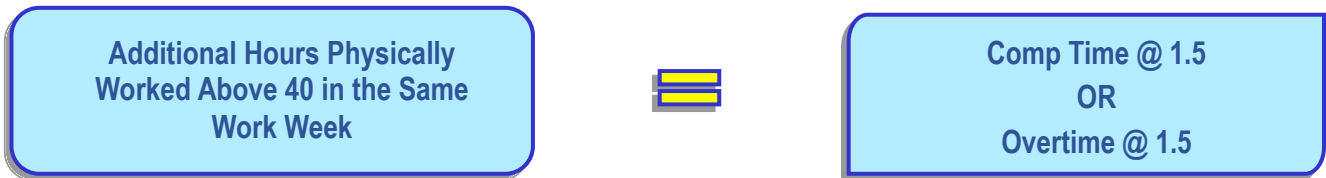
The work week is very important for timekeeping, leave accounting, and payroll processing. The Leon County Schools' work week begins on Sunday at 12:00 AM and extends through Saturday at 11:59 PM. Employees must reconcile their leave and/or time every Monday.

Exempt and Non-exempt employees who have not met the required number of hours worked during a given work week, must submit a leave request (and/or required documentation) in order to complete the correct number of hours worked that week.

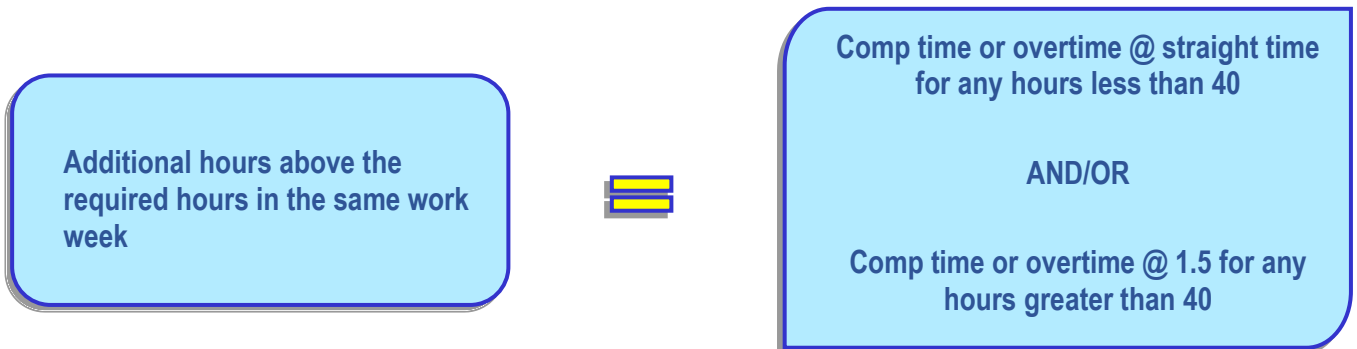
## THE WORK WEEK



Non-exempt employees who physically work more than forty (40) hours during a given work week will receive overtime pay at time and a half or an award of compensatory time at time and a half in accordance with the FLSA for all hours worked in excess of forty (40).



Non-exempt employees who work more than their required number of hours but less than forty (40) hours during a given work week will receive overtime pay at the straight time rate or an award of compensatory time at the straight time rate.



Compensatory (comp) time is leave earned by an employee who worked extra hours instead of receiving overtime pay. Comp time cannot be awarded to employees who have not worked their required hours during the work week or as a gift. Employees must be in "overtime status" to earn comp time.

All comp time must be approved in advance by the Supervisor and all overtime must be approved in advance by the Superintendent. Make sure that the same period of time is not entered as comp time and paid as overtime.

**Procedure to enter comp time earned for Non-exempt employees:**

Once the work week has been reconciled and it has been determined that the employee has earned comp time, the Leave Accounting site contact must enter comp time earned via Limited Access using one of the processes below depending on whether True Time has been implemented at your site yet. However, if the employee has been approved for overtime by the Superintendent, do not enter the comp time, but follow the procedures for overtime payment.

**Make sure that any hours you have submitted to the Payroll Department as overtime ARE NOT entered as comp time.**

- **Employees NOT using True Time:**

Enter comp time in Limited Access for the total amount earned for the week using the last day of the week, Saturday. Complete Comp Time (Earned) Form located on Leave Accounting's webpage and attach copies of timesheets. Submit to Leave Accounting by the monthly due date.

- **Employee using True Time:**

Comp time hours will appear in a separate box titled "Comp Time Totals" on the Time Sheet in minutes along with the Comp Time Factor.

Time will appear in minutes (i.e. 15, 30, 45, 00) and it will need to be converted to the quarter hour (i.e. .25, .50, .75, .00). Once converted to the quarter hour, you need to multiply the hours by the correct Comp Time Factor to calculate the number of hours to enter. Example: 1h 15m \* 1.5 converts to 1.25 \* 1.5 = 1.88.

The straight time factor for hours less than 40 is 1.

The time and a half factor for hours greater than 40 is 1.5.

Enter comp time in Limited Access for the total amount earned for the week using the last day of the week, Saturday.

**Please review the comp time carefully because it is considered APPROVED when the True Time timesheet is submitted by the supervisor.**



**Use of Compensatory Time for Non-exempt employees:**

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a reasonable period after making the request, if it does not unduly disrupt operations. It is recommended that employees use compensatory time prior to sick or annual leave. However, be careful not to require them to use their comp time on the books when they could be in danger of losing any annual leave in excess of the maximum allowed. This could cost the employees money out of their pockets.

Employees will request comp time via Time Off in Employee Access/Skyward.

**Payment and Accrual Information:**

Non-exempt employees can carry forward unused comp time to the next fiscal year, but should not accrue more than forty (40) hours of comp time at any given time. Supervisors should make every effort to grant time off to keep an employee's accrued comp time below forty (40) hours.

FLSA does not allow state and local government employees to accrue more than 240 hours of compensatory time at any time. In order to remain in compliance, non-exempt employees shall receive cash payment for unused compensatory time above the two hundred and forty (240) hour accrual limit annually based on the regular rate of pay as of December 31<sup>st</sup>.

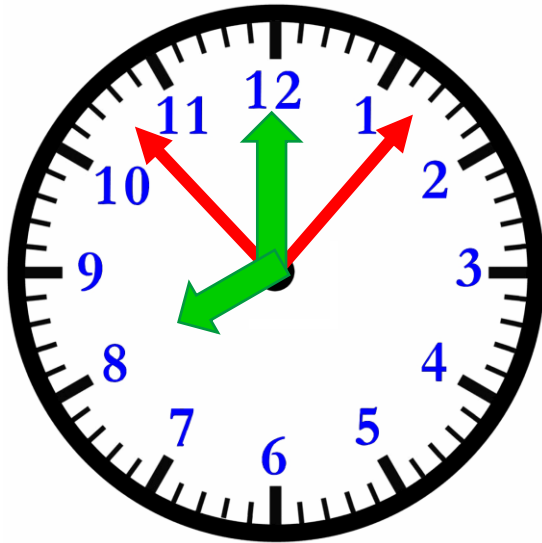
Non-exempt employees shall receive cash payment for any remaining unused compensatory time upon termination from employment with the Board-at the final regular rate of pay received by the employee.

Although not eligible for compensatory time under the FLSA, Teachers may accrue compensatory time consistent with the plan developed and approved through article 7.02 of the LCTA bargaining agreement. Any accrued compensatory time of this nature is NOT maintained in Skyward and will be forfeited at the end of the fiscal year.

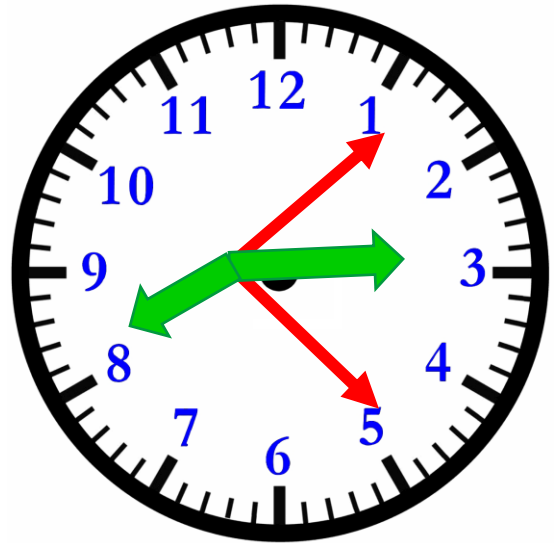
|  |
|--|
| <p><b>Timekeeping and Rounding</b></p> |
|--|

For timekeeping purposes, the number of hours worked by non-exempt employees will be rounded and calculated using the quarter-hour rounding method. This means that rounding will occur with each clock at the beginning and end of each lunch period and work day utilizing the seven (7) minute rule.

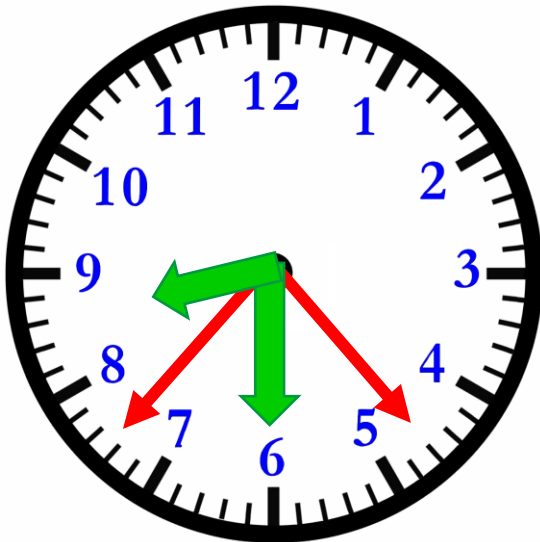
Using 8:00 a.m. as an example, time will be rounded to 8:00, 8:15, 8:30, and 8:45 as follows:



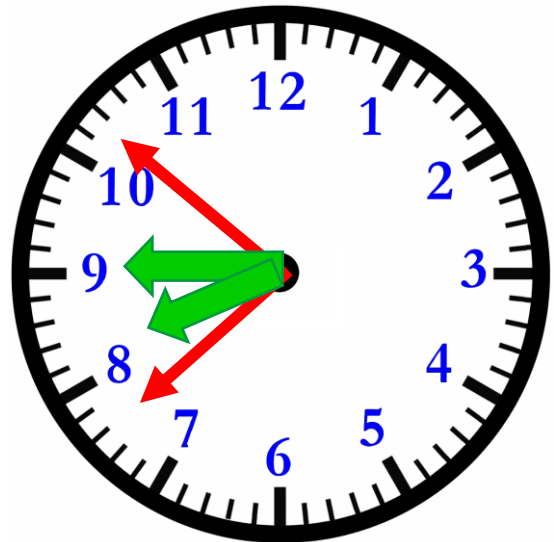
An employee clocks in between 7:53 and 8:07; the employee's time will be rounded to 8:00 a.m.



An employee clocks in between 8:08 and 8:22 minutes after the hour; the employee's time will be rounded to 8:15 a.m.



An employee clocks in between 8:23 and 8:37 minutes after the hour; the employee's time will be rounded to 8:30 a.m.



An employee clocks in between 8:38 and 8:52 minutes after the hour; the employee's time will be rounded to 8:45 a.m.

Request that employees submit all leave requests and time sheets for the previous work week every Monday. Stress to employees the importance of submitting both leave and timesheets in a timely manner.

**On Tuesday or Wednesday of every week, you need to reconcile their time and leave to determine if each employee has met the required number of hours worked for the work week.**

This means that the employee should have the scheduled number of hours worked for that week on his/her timesheet. If not, they will be either short or over. If they are short, they should submit a leave request. If they have worked over the scheduled hours, the employee will earn comp time unless preapproved for overtime pay. Anyone with comp time less than 40 hours earns at straight time. Anyone over 40 hours will earn at time and one-half.

Employees cannot earn comp time or overtime when also using leave during a work week.

Employees cannot receive comp time and overtime for the same period of time.

|                       |
|-----------------------|
| <b>Leave Auditing</b> |
|-----------------------|

Leave eligible employees who have NOT met the required number of hours worked during a given work week, must submit a leave request in order to complete the correct number of hours worked that week. Review each employees’ timesheet to determine if a leave request is needed. This should be done every Tuesday or Wednesday.

Run the following reports to assist in determining what corrections need to be made:

|   |   |  |
|---|---|--|
| <p>Leave Accounting - Non-Exempt Hours Worked Exception by Site</p> <p>This Report should be run by the work week from Sunday through Saturday.</p> | <p>The purpose of this report is to identify non-exempt employees (clocking in and out on True Time) whose total recorded weekly hours fails to meet or exceeds the minimum weekly hourly contractual obligation. This includes total hours worked during the week, paid holiday hours earned during the week, paid leave recorded during the week and unpaid leave recorded during the week.</p> | <p>Must be using True Time also to run this report.</p> <p>This process must be completed manually prior to using True Time.</p> |
| <p>Leave Accounting - Emergency and Personal Charged to Sick Exception Report</p> <p style="text-align: center;">Monthly</p>                        | <p>The purpose of this report is to identify employees who have used more than 6 days of a combination of emergency charged to sick and personal charged to sick days.</p>  | <p>This report does not need True Time.</p>  |

District Leave Accounting Staff will audit what has been entered into Skyward at the end of every month.

Each Leave Accounting site contact must run the Detail Transaction Report monthly. Once True Time has been implemented, the frequency can be reduced to annually.

The exception to this would be for teachers. A Detail Transaction Report should be ran for Teachers and compared to the Day Sub Transaction Report to make sure that teachers are entering all of their leave requests.

If an employee requests leave and later requests to change the type of leave made originally, changes may be made **only during the current fiscal year** with the approval of the administrator.

**No corrections are to be made in Skyward by the Leave Accounting contact at the work sites after the leave requests have been submitted and the timesheets have been verified each week. Doing so can be considered fraud and can be a terminating offense.**

## Corrections

**Leave Accounting verifies sick leave, annual leave, bereavement, jury duty, LWOP, compensatory leave, and workers compensation leave. All of these types of leave must be entered into Skyward.** If there are discrepancies, a leave accounting variance form is completed and sent to the leave accounting site contact for handling.

Identify the error and complete the Leave Accounting Correction Form to indicate how the leave entry should be corrected. Make sure the Leave Accounting Correction form is properly **completed and signed** by the Leave Accounting site contact and the site Administrator. Scan and email the form to your Leave Accounting contact.

Leave documentation must be scanned and attached to each leave entry in Skyward.

Corrections to LWOP will be made by Leave Accounting and processed by Payroll. DO NOT SEND TO PAYROLL or the correction will be made twice.

### **Timeline for changes to leave entries in Time Off:**

- Employees can edit or delete leave requests in Employee Access Time Off up until the day the leave is to be used.
- The leave accounting site contact can make changes in Time Off Limited Access between the dates of the leave request and the date of the leave completion deadline.

- **Leave Accounting will make changes AFTER the leave completion deadline once the Leave Correction Form has been completed and submitted to Leave Accounting.**
- The Leave Correction Form and Leave Completion Deadline Schedule can be located on Leave Accounting's webpage.

|                     |
|---------------------|
| <b>Annual Leave</b> |
|---------------------|

Annual leave is paid time off from work granted to leave eligible employees to be used for whatever the employee wishes such as vacations, rest, and relaxation.

Non-exempt 12 month employees (Pay Type 2) appointed to a leave eligible position earn annual leave at the following rate:

| <b>Years of Service</b>   | <b>Days per Month</b> | <b>Total Days Per Year</b> |
|---------------------------|-----------------------|----------------------------|
| 0 – 5 (1 – 60 months)     | 1                     | 12                         |
| 5+ - 10 (61 – 120 months) | 1.25                  | 15                         |
| 10+ (121 months & above)  | 1.5                   | 18                         |

Exempt employees (Pay Type 9) receive ten (10) days of annual leave July 1st of each fiscal year and if hired after July 1st, the 10 days of annual leave will be pro-rated. Exempt employees accrue leave proportional to the number of hours they are appointed per day and no more than 8 hours per month.

Athletic Directors (Pay Type AD) earn annual leave proportional to their hours per day and no more than 8 hours per month. They only earn annual leave during the months of June and July.

For the purpose of establishing an employees' annual leave accrual rate, the employee's earliest **continuous** employment date for any permanent position with LCS is to be used.

Annual leave earned in excess of the maximums established by the Board shall be forfeited each year at the close of the workday in accordance with the appropriate collective bargaining agreement and Board Policy. Refer to the chart below for guidance:

| <b>Employee Group</b> | <b>Maximum Days</b> | <b>Forfeiture Date</b> |
|-----------------------|---------------------|------------------------|
| Exempt/Administrative | 60                  | June 30th              |
| LESPA                 | 45                  | December 31st          |
| 1010                  | 45                  | December 31st          |
| LCTA                  | N/A                 | N/A                    |
| Athletic Directors    | 30                  | December 31st          |

Employees will request annual leave at least two (2) days in advance via Time Off in Employee Access/Skyward.

**Annual leave is only paid out upon the termination of employment, death of the employee, retirement, entry into DROP, or transferring from an annual leave earning position to a non-annual leave earning position.**

It is very important to make every effort to ensure that employees avoid forfeiture of their annual leave. It is also important to make sure that department activities will not be adversely affected by staff annual leave absences.

Refer to the Annual Leave Frequently Asked Questions for more detailed information.

Each Leave Accounting site contact should assist their employees as needed with leave requests and the "How to Request Leave" Guide is a good resource to provide the necessary instruction.

## Sick Leave

Sick leave is paid time off from work granted to all leave eligible employees to be used for the employee's personal illness or that of any other immediate member of his/her family. "Immediate member of the family" shall be interpreted to include spouse, parents, sisters, brothers, children, grandparents, and grandchildren of both the employee and the spouse of the employee. Sick leave shall also be granted for death or serious illness of any member of the immediate family.

Regular non-instructional leave eligible employees shall be credited with three (3) days of sick leave at the end of the first full calendar month ("upfront" days) of employment of each contract year and thereafter credited with one additional day of sick leave at the end of each full calendar month of employment.

Regular instructional leave eligible employees shall be credited with four (4) days of sick leave upon the first day ("upfront" days) of employment of each contract year and thereafter credited with one additional day of sick leave at the end of each full calendar month of employment;

"Upfront days" are defined as sick leave days credited to employees before they are earned. These days are credited annually during the employee's first month of employment as provided in Section 1012.61(2) of the Florida Statutes.

After this initial credit of sick leave, employees are credited with one additional day of sick leave for each month worked up to a grand total for the year of one day of sick leave for each month worked. Staff employed for 212 (pay type 5), 196 (pay type 1), or 185 (pay type 3) days will earn ten (10) days of sick leave per year.

| Month     | 12 Month Employees | 10 Month Instructional Employees | 10 Month Non-Instructional Employees |
|-----------|--------------------|----------------------------------|--------------------------------------|
| July      | 8 + 24             |                                  |                                      |
| August    | 8                  | 7.5 + 30                         | 7 + 21                               |
| September | 8                  | 7.5                              | 7                                    |
| October   | 8                  | 7.5                              | 7                                    |
| November  | 8                  | 7.5                              | 7                                    |
| December  | 8                  | 7.5                              | 7                                    |
| January   | 8                  | 7.5                              | 7                                    |
| February  | 8                  |                                  | 7                                    |
| March     | 8                  |                                  |                                      |
| April     |                    |                                  |                                      |
| May       |                    |                                  |                                      |
| June      |                    |                                  |                                      |

**Example:** Listed in the column labeled 12 month employee is an example of how a 12 month employee who works 8 hours per day will earn sick leave.

**Example:** Listed in the column labeled 10 month Instructional Employee is an example of how an employee who works 10 months @ 7.5 hours per day will earn sick leave.

**Example:** Listed in the column labeled 10 month Non-Instructional Employee is an example of how an employee who works 10 months @ 7 hours per day will earn sick leave.

Sick leave is accrued at the end of the month proportional to the number of scheduled work hours per day. Each employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year. Employees with a start date after the 15<sup>th</sup> day of the month will not earn leave for that month. Employees with a start date on or before the 15<sup>th</sup> day of the month will be credited with a day of sick leave at the end of the month.

Sick Leave cannot be used prior to the time it is earned and credited to the employee.

A day of sick leave is interpreted to mean the number of hours an employee is scheduled to work per day in a regular position. For example an employee appointed to work 4.5 hours per day is credited with 4.5 hours of leave. Student OPS, hourly, substitute teaching, and Annual Program Based instructional positions are not considered leave eligible positions.

Employees must be in paid status at least **one-half their scheduled work hours** to earn leave for the month. If they are not, contact Leave Accounting to take back the accrual for the month.

Substitutes/employees who work in the same teaching position for twenty (20) consecutive school days will receive the same benefits as the regular teacher, including leave for the duration of employment.

Employees who terminate employment or go on unpaid leave before the 15th day of the month will not be credited with a day of sick leave for that month. If an employee terminates employment or goes on an unpaid leave of absence, upfront days are removed or taken back. If it is necessary to take back upfront days and the employee ends up with a negative balance, this time must be paid back upon returning to work (in the case of a leave of absence) or in the last pay check in the case of a termination.

**You must notify Leave Accounting immediately if any of your employees are terminating employment or going on leave, to adjust their upfront time and report overused time to the Payroll Department.**

Leave is allocated in Skyward at the end of every month. Employees cannot request leave prior to earning leave with the exception of the four days of sick leave credited to teachers at the beginning of the school year or initial employment.

Employees who are not in a leave eligible position or who do not work enough hours to earn leave, may not use leave even if there is leave accumulated from prior years. Employees not earning leave cannot use leave.

Employees will request sick leave via Time Off in Employee Access/Skyward. Each Leave Accounting site contact should assist their employees as needed with leave requests and the "How to Request Leave" Guide is a good resource to provide the necessary instruction.

## **Personal Charged To Sick and Emergency Leave**

Employees are entitled to six (6) days of leave each year for personal reasons that are to be charged to accrued sick leave. These days are not cumulative.

Requests for personal charged to sick leave must be filed with the employee's immediate supervisor at least two (2) days in advance of the leave being taken. A request for personal leave should not be granted when fifteen (15) percent or more of the total number of employees in a cost center have been authorized to be absent, or would be authorized to be absent as a result of granting such a request, on the day(s) that the personal leave is requested. In applying for personal charged to sick, leave requests that have already been approved shall take priority over those submitted at a later date.

Personal charged to sick leave may not be used the day before or the day after a scheduled vacation or holiday period without the approval of the employee's immediate supervisor.

Review the collective bargaining agreements for more specific information.



**Each leave accounting site contact must monitor personal charged to sick leave by running the Emergency and Personal Charged to Sick Exception Report under Custom Reports.**

If an employee uses all of the personal charged to sick days during a year, any additional leave must be taken as leave without pay, annual leave, or comp time if available.

According to the LCTA contract, no more than three days of personal leave may be used consecutively; however, a site administrator may approve more than 3 days in unusual and compelling circumstances. When using up to three days of sick for personal reasons, the employee has to submit the leave request with his/her supervisor two work days before the leave is to begin. When requesting the use of more than 3 consecutive days of such leave, the employee must submit the leave request at least 5 work days before the leave is to begin.

Employees are entitled to use two (2) of the six (6) days of personal charged to sick leave each year for a **bona fide emergency** that could not be foreseen by the employee at least twenty-four (24) hours in advance.

Employees will request Personal Charged to Sick and Emergency Leave via Time Off in Employee Access.

Each Leave Accounting site contact should assist their employees as needed with leave requests and the "How to Request Leave" Guide is a good resource to provide the necessary instruction.

## **Parental/Maternity Leave**

A parental/maternity leave of absence without pay shall be granted to any employee for the purpose of childbearing and/or child rearing as follows:

**An employee who is pregnant** shall be entitled upon request to a leave to begin at any time between the commencement of her pregnancy and up to one (1) year after a child is born. Such leave may extend for up to one (1) year, subject to a qualified replacement being available. The employee requesting the leave shall notify the Board in writing a minimum of thirty (30) days prior to the commencement of such leave and the date of its termination, except in the case of emergency. Such leave may be extended with the approval of the Board. Any employee who is pregnant may continue in active employment as late into her pregnancy as she desires. All or any portion of a leave taken by an employee connected with or resulting from her pregnancy may, at the employee's option, be charged to her available sick leave when:

1. A physician certifies that the employee is physically unable to perform her duties (example: the employee is placed on bed rest);
2. The day the baby is born for a period not to exceed six (6) weeks if a normal delivery, eight (8) weeks if a C-section. The employee may also use annual leave, if available.

In the event the parental leave exceeds the employee's available paid sick or annual leave, the employee shall be placed on unpaid leave. Upon return, the employee shall be returned to her former position or to a substantially similar position.

**A male employee** shall be entitled, upon request to an unpaid leave to begin at any time between the birth of his child and up to one (1) year thereafter. Such leave may extend for up to one (1) year, subject to a qualified replacement being available. The employee requesting the leave shall notify the board in writing a minimum of thirty (30) days prior to the commencement of such leave and the date of its termination, except in the case of emergency. Upon return the employee shall be returned to his former position or to a substantially similar position.

**An employee adopting a child** shall be entitled, upon request, to an unpaid leave to begin at a time during the first year after receiving de facto custody of the child, or prior to receiving such custody if necessary in order to fulfill the requirements for adoption. Such leave may extend for up to one (1) year, subject to a qualified replacement being available. The employee requesting the leave shall notify the Board in writing a minimum of thirty (30) days prior to the commencement of such leave and the date of its termination, except in the case of emergency. Upon return, the employee shall be returned to his/her former position or to a substantially similar position. In the case of the adoption of a newborn, the employee may use accumulated sick leave for a period not to exceed six (6) weeks. The employee may also use annual leave, if available.

Any employee granted parental/maternity leave may request an extension of such leave for up to one (1) additional year.

Employees should make an appointment with the Benefits Department four (4) – six (6) weeks prior to the birth/adoption of a child.

Employees who wish to use sick, annual, comp time or personal charged to sick leave will request it via the Time Off system in Employee Access/Skyward.

Each Leave Accounting site contact should assist their employees as needed with leave requests.

Refer to the Board procedures for further requirements by Human Resources. If the employee is going to be on leave without pay for a period longer than 10 days, complete a PAF and Long Term Leave Request Form **as required by Human Resources. Send the PAF to Staffing Services.**

## Sick Leave Pools and Banked Time

**Effective 7/1/2004, Florida Statutes created sick leave pools. Only Admin and Exempt pay type 9 employees have sick leave pools which are explained below:**

|           |  |                                     |
|-----------|--|-------------------------------------|
| Pool # 1  | 2004-2005 carry forward balance          | Will be paid out at the rate earned |
| Pool # 2  | Sick leave earned for the 2005-2006 year | Will be paid out at the rate earned |
| Pool # 3  | Sick leave earned for the 2006-2007 year | Will be paid out at the rate earned |
| Pool # 4  | Sick leave earned for the 2007-2008 year | Will be paid out at the rate earned |
| Pool # 5  | Sick leave earned for the 2008-2009 year | Will be paid out at the rate earned |
| Pool # 6  | Sick leave earned for the 2009-2010 year | Will be paid out at the rate earned |
| Pool # 7  | Sick leave earned for the 2010-2011 year | Will be paid out at the rate earned |
| Pool # 8  | Sick leave earned for the 2011-2012 year | Will be paid out at the rate earned |
| Pool # 9  | Sick leave earned for the 2012-2013 year | Will be paid out at the rate earned |
| Pool # 10 | Sick leave earned for the 2013-2014 year | Will be paid out at the rate earned |
| Pool # 11 | Sick leave earned for the 2014-2015 year | Will be paid out at the rate earned |
| Pool # 12 | Sick leave earned for the 2015-2016 year | Will be paid out at the rate earned |
| Pool # 13 | Sick leave earned for the 2016-2017 year | Will be paid out at the rate earned |
| Pool # 14 | Sick leave earned for the 2017-2018 year | Will be paid out at the rate earned |
| Pool # 15 | Sick leave earned for the 2018-2019 year | Will be paid out at the rate earned |
| Pool # 16 | Sick leave earned for the 2019-2020 year | Will be paid out at the rate earned |
| Pool # 17 | Sick leave earned for the 2020-2021 year | Will be paid out at the rate earned |

**Sick leave for employees promoted to positions below the level of Director will be transferred to the first available pool. Example: If the employee was transferred prior to 7/1/2004, the sick leave was transferred to Pool 1.**

Only upon retirement or DROP participation will employees be eligible to receive payment for accumulated sick leave. **Sick leave pools are paid out at the rate the leave was earned.**

**Admin and Exempt pay type 9 employees will request** sick Leave via Time Off in Employee Access/Skyward. The sick leave pools are set up in a cascading group so that the leave used by the employee is deducted from the earliest pool. Each Leave Accounting site contact should assist their pay type 9 employees as needed with leave requests and the “How to Request Leave” Guide is a good resource to provide the necessary instruction.

|                                      |
|--------------------------------------|
| <b>Grandfathered or Banked Leave</b> |
|--------------------------------------|

Only employees with a title of Director or above are eligible for “grandfathered or banked” leave. The District Leave Accounting staff will send a memo to an employee when he/she has been promoted to a principal, assistant principal, director, and above position indicating that his/her sick leave balance has been “banked”. The employee will have 15 days to respond if he/she does **NOT** want their sick leave banked.

Banked sick leave is paid out at the employee’s current rate of pay when the employee retires, begins, or exits DROP participation. **This type of leave should only be used by the employee if all other leave has been exhausted.**

## **Transfer From Administrative to Teacher Position**

The following steps will be taken when an employee is transferred from an administrative position to a teaching position:

- 1) Leave will be audited with the site from where the administrator is being transferred.
- 2) All pools of sick leave, including any grandfathered (banked) leave will be added together to make one single pool of leave.
- 3) A "Sick and Annual Leave Verification and Pay Out Request" form will be completed and sent to Retiree Benefits along with a copy of the Detail Transaction Report.
- 4) Retiree Benefits will calculate the annual leave and send it to the Payroll Department for payment.
- 5) Leave should then be transferred either to the new pay type at the same work site or to the new work site.

## **Bereavement Leave**

Bereavement leave is paid leave available to regular employees who have completed the six-month probationary period to use in the event of a death in the employee's immediate family. Immediate family is defined as a spouse, parent, sibling, child, grandparents, grandchild, or in-law or step-relative counterparts.

Employees must provide a copy of the obituary or other satisfactory documentation to the Leave Accounting site contact within five (5) working days of the Bereavement Leave being used, or they must use sick, annual, or comp time. Paid bereavement leave is only for days an employee is scheduled to work.

In accordance with Board policy and collective bargaining agreements, Bereavement Leave ordinarily is to be used within twenty (20) work days of the death of a family member, unless the employee documents a legitimate reason to extend this period and it is approved by the Benefits Coordinator. The Bereavement Affidavit (located on Leave Accounting's webpage) must be completed by the employee indicating the reason why the leave was not taken immediately upon the death of a family member.

Employees may use other leave they may have accrued (sick, annual, compensatory,) for one or more subsequent deaths in their immediate family if they have already exhausted their 3 days of bereavement leave during the year.

Employees may use two (2) additional days of bereavement leave if they are required to travel more than two hundred and fifty (250) miles one way for the services. Documentation will be required. The total number of days must be consecutive.

Refer to the Frequently Asked Questions for more detailed information.

Employees will request Bereavement Leave via the Time Off system in Employee Access/Skyward as an "Employee Request". The appropriate supporting documentation needs to be attached to the request for Leave Accounting's review. Do NOT attach a link because the link (from a newspaper, funeral home, etc.) may expire.

Each Leave Accounting site contact should assist their employees as needed with leave requests and the "How to Request Leave" Guide is a good resource to provide the necessary instruction.

This type of leave or non-accrual leave does not carry a balance so it will appear as a negative number when entered. The balance reverts to 0 when the new fiscal year "rolls over" and the allocation and used amounts become positive.

## Jury Duty and Court Appearances

Leon County Schools grants full pay and benefits to leave eligible employees for appearances in court only under the following circumstances:

- The employee is summoned **and** appears as a juror.
- The employee is summoned to appear as a defendant or witness in an action arising out of, and in the course of his/her employment with the School Board.
- The employee is summoned to appear as a witness (except as a character witness) in any civil or criminal action in which the **employee is not the defendant or the plaintiff.**

Employees must notify their supervisor immediately upon notification that they must appear in court to provide the greatest amount of time for their supervisor to plan for their absence. It is the employee's responsibility to submit an online leave request in advance and provide the proper documentation for verification.

Employees are required to submit documentation from the Clerk of Courts Office, which they will provide upon request, indicating the date and time served. If the employee does not provide the required documentation given by the Clerk's office, the leave will be charged to personal charged to sick or annual leave if they earn annual leave. If no leave is available, the time taken will be leave without pay.

The only time a jury summons will be accepted as documentation is when the employee is summoned to appear on a Monday, they call the night prior to see if they have to report, and they are told to call back Monday at 10:00 a.m. If they are released from having to report, the summons will be accepted as documentation provided it can be verified by the district office.

Employees will request leave for Jury Duty and Court Appearances via the Time Off system in Employee Access/Skyward as an “Employee Request”. The appropriate supporting documentation needs to be attached to the request for Leave Accounting’s review. Do NOT attach a link because the link may expire.

Each Leave Accounting site contact should assist their employees as needed with leave requests and the “How to Request Leave” Guide is a good resource to provide the necessary instruction.

Each Leave Accounting site contact must inform the employee that he/she is required to submit documentation from the Clerk of Courts Office, which they will provide upon request, indicating the date and time served.

This type of leave or non-accrual leave does not carry a balance so it will appear as a negative number when entered. The balance reverts to 0 when the new fiscal year “rolls over” and the allocation and used amounts become positive.

## **Temporary Duty**

Temporary duty applies when an employee is on a prior approved assignment from his/her regular work station. This leave is granted with pay under the following circumstances:

- An employee is sponsoring or participating in a school or district sponsored activity.
- An employee is sent to an out-of-county meeting to represent the District.
- An employee is loaned to another school district (or governmental agency) for special assignment such as evaluations or school plant surveys.
- An employee is authorized to attend an educational meeting or a staff development or professional improvement activity, but does not include courses taken by the employee at a higher education institution for credit.
- An employee is authorized to engage in activities for which temporary duty is provided under the provisions of a collective bargaining contract.

Refer to the “How to Request Leave” Guide for instructions on how to enter leave requests of this nature.

The temporary duty request should be submitted to the site administrator at least two (2) workdays prior to date of request in order to allow time for approval. Attach a screen print of the employee’s leave request from Employee Access to the temporary duty request along with the required documentation and submit to the appropriate supervisor. Information such as beginning and ending dates and times for the period of time requested and the reason for the request must be entered in the comments section.

This type of leave or non-accrual leave does not carry a balance so it will appear as a negative number when entered. The balance reverts to 0 when the new fiscal year “rolls over” and the allocation and used amounts become positive.

## Family Medical Leave

The Family and Medical Leave Act of 1993 – or FMLA – is a federal law that entitles eligible employees to take 12 weeks of unpaid, job-protected leave for specific family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. This leave is granted for the following purposes:

- Birth of a baby
- Care of a child after birth or adoption
- Care of a seriously ill family member (spouse, child, parent)
- Serious personal illness
- Military caregiver

Sick leave may be used concurrently with FMLA for the period of time the physician states the employee is unable to work and for six (6) weeks after the birth/adoption of a newborn.

Refer to the Frequently Asked Questions for more detailed information.

Advise the employee to contact the Benefits department for an appointment.

Employees **cannot** request FMLA leave through the Time Off system in Employee Access/Skyward. This type of leave must be requested by the Leave Accounting contact via Limited Access.

Contact the Benefits department when an employee is in need of FMLA and unable to make an appointment.

If an employee has been approved for FMLA leave and will be in unpaid status for more than 10 days, complete a Personnel Action Form (PAF) and send it to Staffing Services once you are notified of the approval. Staffing Services will forward the PAF to Human Resources. Also, complete the Long Term Leave Request Form and send it to Human Resources.

If employees are using sick leave, annual leave, and/or comp time concurrently with FMLA, he/she will enter the leave request in Time Off and enter “FMLA” in the description area.

Leave must be entered via Limited Access and there will be two entries for each date. One will be FMLA and the other will be Sick, Annual, Comp, LWOP (DOCK or DOCKM).

Employees **cannot** request FMLA leave through the Time Off system in Employee Access/Skyward. This type of leave must be requested by the Leave Accounting contact via Limited Access.

## Unpaid Leave – LWOP - (Less than 10 Days)

Absences of **10 days or less** and not covered by any other type of leave are considered to be Leave without Pay (LWOP).

Employees must use all accrued paid leave prior to requesting unpaid leave unless he/she has been authorized in writing by a site administrator or designee to take unpaid leave of more than ten (10) days without exhausting paid leave due to unusual and compelling individual circumstances.

An employee may be authorized to take unpaid leave, other than the long-term unpaid leave only in unusual and compelling circumstances approved by the site administrator or designee such as serious personal or family illness or critical child care needs. An employee must submit a written request for such unpaid leave, specifying the reason(s) for such leave.

Employees who are on unpaid leave:

- Will not earn sick or annual leave
- Will not be paid for paid holidays if on unpaid status the day before the paid holiday
- Will not receive board contributions for insurance. An employee must receive salary for at least five (5) days during the pay period to be eligible to receive a Board contribution toward their health insurance.

A request for an unpaid leave of absence of ten (10) or less days must be approved by the employee's immediate supervisor before it is taken. A signed LWOP Form is needed for unpaid absences of ten or less days.

LWOP hours should be entered via Limited Access according to the deadlines listed on the Payroll Schedules as follows:

- Enter LWOP hours as a positive number for Pay Types 1, 3, and 5 (Mid-Month) using the Time Off code DOCKM and the "unpaid" transaction code.
- Enter LWOP hours as a positive number for Pay Types 2, 6, 9, and AD (END-of-Month) using the Time Off code DOCK and the "unpaid" transaction code.

Teachers may have both codes, DOCKM needs to be selected for Pay Type 1 and DOCK needs to be selected for Pay Type 6.



The Payroll Department will pull entered LWOP transactions into the payroll and they will convert to negative transactions.

Submit the original LWOP Form to the Payroll Department. Payroll has to have this form to compare to your entered transactions. **KEEP A COPY FOR YOUR RECORDS.**

## Long Term Unpaid Leave (More than 10 Days)

Absences more than 10 days and not covered by any other type of leave is considered to be long term unpaid leave.

In accordance with the collective bargaining agreements and Board policy, employees may request and be granted up to two (2) years of unpaid leave in a five-year period. This leave must be requested and approved by the supervisor, Superintendent, and School Board. Application for such leave must ordinarily be made to the site administrator at least forty (40) days prior to its commencement and shall include information regarding the purpose and length of the leave.

Instructional staff are requested to consider long term unpaid leave to be taken in semester increments to reduce any disruption to the classroom setting.

Employees who are on long term unpaid leave:

- Will not earn sick or annual leave
- Will not be paid for paid holidays if on unpaid status the day before the paid holiday
- Will not receive board contributions for insurance. An employee must receive salary for at least five (5) days during the pay period to be eligible to receive a Board contribution toward their health insurance. The **exception** to board insurance contributions is approved family medical leave.

All employees on long term leave who are utilizing the Family Medical Leave Act must complete the appropriate paper work in the Benefits Department **immediately.**

**A PAF must be completed and sent to Staffing Services for all employees on long term leave immediately to stop the employee's pay. A Long Term Leave Request Form must also be submitted to Human Resources.**

**DO NOT SUBMIT a LWOP form to the Payroll Department AND a PAF for the same time period because this will cause the employee's pay to be "docked" twice for the same period of time.**

## Military Leave

For the purpose of administration of military leave, a work year shall be defined as beginning October 1st and ending September 30th of the following year. (This mirrors the military calendar.)

All labor contracts provide seventeen (17) days of paid military leave per year for employees who are members of the reserves in the United States Armed Forces or members of the National Guard or Naval Service.

At the sole discretion of the Board, employees who are called to active military service may be granted an additional thirteen (13) days of paid leave up to a maximum of thirty (30) days for each separate deployment.

During this thirty (30) day period of approved military leave, the employee will be paid his/her full salary and will earn sick and/or annual leave. At the end of the thirty (30) day period, if the employee has not returned to his/her regular employment, the employee will be placed on long-term leave at which time sick/annual leave accrual will cease. The Board will supplement the employee's military salary, should the base pay be lower than his/her Board monthly salary. This supplement shall be based upon regularly scheduled contract workdays. The Board will also contribute to the employee's health insurance for the duration of the employee's deployment.

Military leave must be entered via Limited Access by the Leave Accounting site contact and a copy of the military orders must be scanned and attached to the request.

Employees **cannot** request military leave through the Time Off system in Employee Access/Skyward.

Refer to the Board procedures for further requirements by Human Resources. If the employee is going to be on leave without pay for a period longer than 10 days, complete a PAF and Long Term Leave Request Form **as required by Human Resources if the employee is being deployed. Send the PAF to Staffing Services.**

## Illness In the Line of Duty – Workers Compensation

When an employee is injured on the job, they are entitled to fifteen (15) days of full pay when they are taken out of work by a workers' compensation physician. If the employee is still out on workers' compensation leave after the fifteen (15) days, workers' compensation will only pay 2/3 of the employee's salary. The employee may use 1/3 of their sick, annual, or compensatory time to continue to receive their full salary. An employee will continue to earn sick and/or annual leave for the fifteen (15) days. After the fifteen (15) days of full workers' compensation leave, the employee will earn leave at 1/3 if they have available leave. If the employee does not have available leave to cover them for over half the month, they will not earn leave for that month.

Leave Accounting cannot approve or deny workers' compensation leave.

Send Risk Management a copy of the leave request, supporting documentation, and an approval form.

If Risk Management approves the leave, the site contact will enter the leave via Limited Access, scan, and attach the approval form to each leave request.

If Risk Management denies the leave, the site contact will notify the employee and correct the leave to sick, annual, or compensatory time.

Employees **cannot** request this type of leave through the Time Off system in Employee Access/Skyward.

## Superintendent Early Release Days

The Superintendent occasionally sends an email releasing employees early from a workday. Hours representing the amount of time released will need to be entered into Time Off Limited Access using the Time Off code **OTHER** - Misc/Non-Leave Related and the Reason code **SUPTR** (Superintendent Early Release). Enter a description for the use such as EARLY RELEASE FOR THANKSGIVING.

The number of hours given should be the same for all employees at your worksite. Employees who are not working or previously scheduled leave that day will not receive this time.

### **Examples:**

- Employees are released at 1 pm and your office/schools normal closing time is 5pm. You will give **all** employees **who worked** that day 4 hours.
- Employees are released at 2 pm and your office/schools normal closing time is 4pm. You will give **all** employees **who worked** that day 2 hours.

## Natural Disaster Days

In the event of a natural disaster or severe weather such as a hurricane or snow (in Florida) that causes the District offices to be closed by the Superintendent follow the instructions listed below:

### **Complete leave entries as described below for non-exempt employees using Time Off:**

Enter the employees scheduled or contracted hours into Time Off Limited Access using the Time Off Code OTHER - Misc/Non-Leave Related and Reason Code NATDI (Natural disaster/Emergency) for each day we are closed. Enter a description such as Hurricane Michael or Snow Day for historical information and research purposes.

In the event employees are required to work during the period of time identified by the Superintendent, instructions and forms regarding comp time and overtime pay will be sent out by the Payroll, Benefits, and Retirement Department.

## Leave for Domestic Violence Situations

**Leon County School Board shall grant leave up to three (3) days in any twelve (12) month period to a leave eligible employee if the employee, or a family or household member, is the victim of domestic or sexual violence as defined in Board Policy for the following purposes:**

- To seek protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence.
- To obtain medical care and/or mental health counseling for the employee or a family or household member to address physical or psychological injuries resulting from domestic or sexual violence.
- To obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic or sexual violence.
- To secure their home from the perpetrator of domestic or sexual violence or to seek new housing to escape the perpetrator.
- To seek legal assistance in addressing issues arising from the act of domestic or sexual violence or to attend and prepare for court-related proceedings arising from the act of domestic or sexual violence.

**The leave shall be granted with pay and is subject to the following conditions:**

- Except in cases of imminent danger to the health or safety of the employee or to the health and safety of a family or household member, the employee seeking the leave must provide appropriate advance notice along with sufficient documentation of the act of domestic or sexual violence as required the administrative procedures implementing this policy.
- **The employee shall be required to have exhausted all annual or vacation leave, personal leave, and sick leave prior to utilizing this leave.**
- Pursuant to Florida statutes, the Board shall keep information concerning leave for domestic or sexual violence confidential and exempt from disclosure.
- The Board may not discharge, demote, suspend, retaliate, or in any other manner discriminate against an employee for exercising his/her rights under the provisions of this policy. However, this does not limit the Board's right to discipline or terminate any employee for any reason, including, but not limited to, reductions in the work force or termination for cause

Employees must complete and sign the Leave Request for Domestic and Sexual Violence Situations (located on Leave Accounting's webpage). The employee must provide documentation of the incident.

The site administrator must approve or deny the request. **If approved, this type of leave must be entered via Limited Access by the Leave Accounting contact and the supporting documentation must be scanned and attached.**

Employees **cannot** request this type of leave through the Time Off system in Employee Access/Skyward.

If the request is denied, keep the records for your files. Leave Accounting does not need a copy of denied requests.

## **Leave for Contracting a Communicable Disease at the Worksite**

Leave eligible employees who are unable to perform their assigned duties because they contracted a communicable disease that is substantially likely to have been contracted at their worksite shall be authorized to receive up to three (3) days of leave per fiscal year for such illness.

Employees must file a claim with their site administrator on the appropriate form within three (3) days upon return to work and provide a doctor's statement supporting this type of leave request. **Employees must complete and sign the Leave Request for Contracting a Communicable Disease at the Worksite (located on Leave Accounting's webpage).**

The disease must be one that is ordinarily transmitted in a densely populated setting such as a school and for which the incidence of contagion at the school is considerably higher than in the general population at the time the disease is contracted.

The common cold and influenza are **NOT** included among the contagious diseases for which this leave is granted. Examples include pink eye, ringworm, and lice.

Employees requesting this type of leave are not eligible to receive Workers' Compensation benefits.

The site administrator must review and approve or deny the request. The site administrator must also provide a statement and supporting documentation along with a determination that there is a substantial likelihood that the employee's disease was contracted at the worksite, if the request is approved. **If approved, this type of leave must be entered via Limited Access by the Leave Accounting contact and the supporting documentation must be scanned and attached.**

Employees **cannot** request this type of leave through the Time Off system in Employee Access/Skyward.

If the request is denied, keep the records for your files. Leave Accounting does not need a copy of denied requests.

|                   |
|-------------------|
| <h2>Holidays</h2> |
|-------------------|

Paid holidays for each payroll cycle are listed under each schedule in the payroll procedures and Payroll's webpage. Review the appropriate collective bargaining agreement for questions regarding holiday pay.

An employee must be in **paid status** (either at work or using leave time) the day before a holiday in order to be paid for the holiday. The instructions below outline how to handle a holiday that will be unpaid as a result of being in LWOP status the day prior to:

**Bus Drivers and Bus Assistants - Pay Type 3 (Only):**

Pay Type 3 Bus Drivers and Assistants **are utilizing True Time and Time Off. Paid** holidays are automatically pulled into the True Time timesheet. If the employee is in unpaid status the entire work day before the holiday, edit the hours in the True Time timesheet to zero (0) to remove them.

### **Pay Type 2 and 3 Employees Using True Time:**

Paid holidays are automatically pulled into the True Time timesheet. If the employee is in unpaid status the entire work day before the holiday, edit the hours in the True Time timesheet to zero (0) to remove them. Also, go to Time Off Limited Access and enter the number of hours the employee is scheduled to work as DOCK (pay type 2) or DOCKM (pay type 3) and use the transaction type L-Unpaid.

### **Employees Not Using True Time:**

Go to Time Off Limited Access and enter the number of hours the employee is scheduled to work as DOCK (pay type 2) or DOCKM (pay type 3) and use the transaction type L-Unpaid.

\*Pay type 4 employees are not eligible for paid holidays.

## **Suspensions With and Without Pay**

Safety and Security will provide a letter with instructions for this type of leave. Suspensions without pay that are less than 10 days will be treated like LWOP. Suspensions without pay that are more than 10 days will require a PAF. **Refer to the sections regarding Unpaid Leave and Long Term Unpaid Leave for instructions and additional information.**

## **Unauthorized Leave**

An employee is deemed to be on unauthorized leave when the employee is absent from required duties without having obtained the necessary approval for such absence. **Unauthorized leave will be considered leave without pay.**

Unauthorized leave is a serious offense which could result in the following:

- Dismissal
- Loss of Pay
- Disciplinary Action
- Poor Evaluation
- Breach of Contract
- Abandonment of Position

Unauthorized leave is defined as nonperformance of those duties and responsibilities assigned by the District and its representatives, including all duties and responsibilities as defined by statute; rules of the State Board of Education; and policies, rules and procedures of the School Board. Such unauthorized leave includes but is not limited to

collective refusals to provide service, unauthorized use of sick or other leave benefits, and nonattendance at required meetings. An employee is deemed to be on unauthorized leave when the employee is absent from required duties without having obtained the necessary approval for such absence. Refer to the collective bargaining agreements and Board Policy for more detailed information.

## Voluntary Sick Leave Bank

### **Application for Membership:**

The Leon County Schools (LCS) Voluntary Sick Leave Bank provides full-time employees an opportunity to pool sick leave days together to protect its members if they have to be absent from work for an extended period of time due to a personal illness, accident, or injury. Members of the Sick Leave Bank may receive **paid leave** benefits to minimize loss of salary. Twice each year (September 1–30 and February 1–15) employees may apply to become members of the Sick Leave Bank.

Employees must apply for membership, contribute one (1) sick leave day, and meet the following eligibility requirements:

- Employees must be employed in a full-time regular position by LCS for at least twelve consecutive (12) months.
- Employees (including DROP participants) must have at least ten (10) days accrued unused sick leave, not including up-front days.
- Employees who have used the sick leave bank in the past must have at least twenty-two (22) days of unused sick leave, not including the current year's upfront days.

The employee's signature on the application authorizes Leave Accounting to deduct one (1) day of sick leave as your initial enrollment in the Sick Leave Bank and an additional day each time the balance drops below 200 days. A leave request is not necessary because the application for membership serves as authorization.

When processing has been completed, Leave Accounting will notify the Leave Accounting site contact of the "approval" or "denial". If the application is approved, Leave Accounting will enter the day in Skyward.



## **Application for Benefits from the Sick Leave Bank:**

Employees who need to use time from the Sick Leave Bank due to a serious personal illness, accident, or injury that may be sudden or unexpected must meet the criteria required in board policy and

1. Submit the Sick Leave Bank Benefits Application to the Benefits Department, and
2. Submit two (2) physician statements to the Benefits Department

no later than thirty (30) calendar days from the employee's first day of leave without pay in order to be considered. Prior to receiving paid leave benefits from the Bank, employees must use all of their accumulated sick, annual, and compensatory leave and be in unpaid leave status for five (5) continuous workdays. Participating members shall not be eligible to use sick leave from the bank until after they have been a member of the bank for six (6) months.

Employees will be subject to an approval process to use any time requested from the Sick Leave Bank.

Refer to the Frequently Asked Questions on Leave Accounting's webpage for more detailed information.

The application to use the sick leave bank benefits must be received by Leave Accounting within 30 days of the date the employee reaches leave without pay status.

## **Sick Leave Transfers**

### **Transfer In:**

Upon employment in a leave eligible position with Leon County Schools (LCS), employees may transfer unused sick leave from a previous employer under the following conditions:

- LCS has a reciprocal agreement to **transfer and receive** unused sick leave with the transferring agency.
- The unused sick leave must have been accrued while employed by the transferring agency.
- Payment has not been received for the sick leave being transferred.
- The **ORIGINAL** written request must be received by Leave Accounting within **120 calendar days of initial employment with LCS or within 120 days of such sick leave becoming available for transfer.**

New Employee Sick Leave Transfer in Request forms are located on the Leave Accounting webpage. Forms must be completed and sent to the transferring agency. Refer to the appropriate Policy and Administrative Procedure regarding the transfer of sick leave.

Sick leave that is transferred in is credited to employees on a day earned basis. As a day is earned with LCS, a day of time that was transferred in is also credited. This process continues until all the leave is transferred to the employee.

## **Transfer Out:**

Upon **termination of employment** in a leave eligible position with Leon County Schools (LCS), employees may request to transfer the balance of unused sick leave to another employer. The transaction must be completed within twenty-four (24) months from the date of termination of employment. After this twenty-four (24) month period, any accrued sick leave will no longer be available for transfer and will be removed from Leon County Schools' leave liability report.

Request to Transfer Sick Leave Out forms are located on the Leave Accounting webpage. Forms must be completed and submitted to the Leave Accounting office. Refer to the appropriate Policy and Administrative Procedure regarding the transfer of sick leave.

## **Transfer Between Employees:**

Sections 1012.61, Florida Statutes, allows a district employee to donate accrued sick leave to another district employee, provided the transfer relates to personal illness, injury, or disability of the receiving employee or employee's immediate family. According to Board Policy and Procedures, the following criteria must be met:

- The transferred sick leave may not be used until the receiving employee has depleted all his/her available sick leave.
- A physician's certification will be required to accompany the sick leave transfer request to document the personal illness, accident, injury, or disability of the employee or family member to whom the leave is transferred.
- Credit of transferred sick leave will be effective retroactively only if the request is received in the Leave Accounting Office no fewer than fifteen (15) workdays after the employee is in leave without pay status. Requests not received by this deadline will be processed effective from the date of receipt in the Leave Accounting Office.
- Sick leave will be transferred in blocks of five (5) days. Days will be converted to hours which are proportional to the number of hours the receiving employee works per day. (Example: The receiving employee works six (6) hours per day. The transferring employee will transfer thirty (30) hours of sick leave (five (5) days x six (6) hours = thirty (30) hours.).

- The transferring employee must retain at least twenty (20) days of sick leave at the time of donation.
- Any transferred sick leave that is not used as anticipated shall be returned to the donating employee upon the recipient's return to work. In the case of multiple donors, the unused leave will be pro-rata to each donor.

Requests to Transfer Sick Leave to Another Employee and Physician's Statements are located on the Leave Accounting webpage. Forms must be completed and submitted to the Leave Accounting office. Refer to the appropriate Policy and Administrative Procedure regarding the transfer of sick leave.

### **Non Standard Work Days**

Most employees will work the same number of hours each day of the week. There are circumstances where some staff may work a different number of hours each day. There will also be times when an employee may work only designated days of the week (such as Monday, Wednesday, Friday).

In these situations, the following procedures listed below determine the leave accrual and reporting of leave.

- To calculate the leave credit rate, total the number of hours an employee will work in a regular five day work week. For example: an employee works 4 hours on Monday, Wednesday, and Friday. This is a total of 12 hours. Divide this number by 5 (the number of days in a regular work week). The number 2.4 is the number of hours of sick leave (2 hours 24 minutes) credited to the employee monthly.
- When an employee uses sick leave, they must use the number of hours they are scheduled to work on that given day.
- Paid holiday calculations for employees who are working non-standard work days (flex schedules).
  - 1) Take the total number of hours an employee is scheduled to work each week and divide it by 5. (Example – I am scheduled to work 20 hours per week, but I only work 4 days at 5 hours – when the 20 is divided by 5, you will get 4 hours – that is what SKYWARD should show)
  - 2) Back out the number of paid holidays that occur during that week at the number of hours above (4/day). So if you have two holidays, you take the 20 hours subtract 8 and you are left with 12 hours that has to be worked or sign out for.

These 12 hours have to be made up.  
Examples of how to make up time

- 1) Either the employee has to work 6 hours 2 days during that week or
- 2) They must do a leave form for the difference in what they work and what is left.
- 3) Work a 12 hour day
- 4) Work 3, 4 hour days
- 5) Combination as long as they either work or turn in leave for 12 hours

Remember, these are just examples.

If they work less than the 12 hours needed to make up the 20 hours they will have to complete a leave request for leave (sick or annual) or unpaid leave.

Their total number of scheduled hours for the week must equal 20 (in this example) or whatever their scheduled hours are.

Any further questions regarding non-standard work days should be directed to Leave Accounting.

## **Multiple Jobs**

### **Multiple Jobs with Different Classifications**

There are a number of employees who may have two jobs in different classifications, ie, 4 hour aide, 4 hour custodian. Skyward cannot handle this type of recordkeeping because each of these positions most likely will have different rates of pay and have different pay requirements according to their classification contract. These employees must have their leave tracked in Excel spreadsheets. Each work site will have a spreadsheet set up so they can track the leave used at their site. The procedure for tracking the leave for these employees is as follows:

- The employee will have no leave record in Skyward except for unpaid leave and compensatory time. All earned and used leave will be recorded in Excel spreadsheets.
- In the event the employee has unpaid leave or compensatory time, the home base (home base is the first site listed on the Personnel tab in Employee Profile) will be responsible for entering this into Skyward. The secondary site must send all unpaid leave and compensatory time from their site to the home site each week.
- All leave slips, LWOP worksheets, comp earned/used forms (with timesheets for comp earned transactions) must be sent in to Leave Accounting by the Leave Completion Deadline.

## Multiple Jobs in Same Classification

There are a number of employees who may have two jobs at different sites, but are in the same classifications ie, 4 hour teacher at Leon, 3.5 hour teacher at Lincoln. These employees leave will be tracked in Skyward like all the other employees with the exception of unpaid leave and comp earned time. This will be tracked as follows:

- The home base site will enter any unpaid leave and comp earned time. The secondary site will send the home base site the time sheet if comp time is earned and a LWOP worksheet if there is any unpaid leave to be posted.

|                             |
|-----------------------------|
| <b>Extended School Year</b> |
|-----------------------------|

Annually, directions for the administration of sick leave for summer employment will be distributed to all schools with other extended school year procedures. Sick leave instructions for previous years provide that staff who are employed for the extended school year must work thirteen or more days to earn sick leave. Please review the directions and contact Leave Accounting for any clarifications.

The criteria used for posting extended school year sick leave are as follows:

- Each day worked counts as a day, regardless of the number of hours worked. (Hourly positions are not allowed to earn for summer school.) An employee does not earn for the extended school year unless they were in a regular position the previous school year. If an employee does not earn sick leave, they may not use sick leave.
- Days are considered separately for each funding source (i.e., workshops cannot be combined with the extended school year).

Sick leave is earned as follows:

- from one to twelve days worked earns zero (0) credit.
- thirteen days worked and over earn as follows: All are based on the four-day summer work week

|                    |                       |
|--------------------|-----------------------|
| 4 hours work day   | 3.2 sick leave hours  |
| 5 hour work day    | 4.0 sick leave hours  |
| 6 hour work day    | 4.8 sick leave hours  |
| 7 hour work day    | 5.6 sick leave hours  |
| 7.25 hour work day | 5.8 sick leave hours  |
| 7.5 hour work day  | 6 .0 sick leave hours |
| 8 hour work day    | 6.4 sick leave hours  |
| 8.25 hour work day | 6.6 sick leave hours  |
| 9 hour work day    | 7.2 sick leave hours  |
| 10 hour work day   | 8 sick leave hours    |

Schedules other than those listed above should follow this formula:

**Total # of hours per day times 4 divided by 5.**

- Employees who work the regular 5-day week will receive the normal sick leave credit.
- Should an employee work a daily schedule not covered in this criteria, please contact Leave Accounting for specific instructions.
- All sick leave which is earned is posted at the end of the extended school year (summer school) and may not be used while working in the summer position.

Leave Accounting will send a print out to each site listing the employees who are working summer school at that site. The Leave Accounting site contact should calculate the summer school time earned and enter it on this print out and return the original copy to Leave Accounting for posting. Leave Accounting will post the leave earned into Skyward.

|  |
|--|
| <h2 style="text-align: center;">Leave Payouts/DROP and Retirement</h2> |
|--|

Retiree Benefits will notify the leave accounting contact when an employee enters the DROP program or retires. A memo will be sent with the new sick leave balance and/or annual leave balance (if applicable).

Leave Accounting will deduct the number of hours paid out from the employee's sick and annual leave balances as instructed by Retiree Benefits.

The Leave Accounting site contact will read the materials from Retiree Benefits and verify that the employee's leave has posted correctly.

**IF THERE ARE ANY QUESTIONS OR CONCERNS REGARDING THE DROP PAYOUT POSTING, PLEASE CONTACT YOUR DISTRICT LEAVE ACCOUNTING CONTACT IMMEDIATELY. IT IS IMPERATIVE THAT THE LEAVE POSTED IS CORRECT FROM ONE ANNIVERSARY DATE TO THE NEXT SO THE EMPLOYEE WILL BE PAID OUT CORRECTLY.**

At the time employees begin DROP participation and/or upon retirement, employees are paid for accrued annual leave up to 360 hours for non-exempt positions or 480 hours for exempt positions at the rate of pay as of the date of retirement.

Payment for annual leave **only** upon Retirement and DROP participation will be reported to the FRS and will be included in the employee's current year's salary for retirement purposes, which may increase his/her average final compensation (AFC-average of your five highest years) with the Florida Retirement System (FRS). Sick leave is not included in the calculation of an employee's AFC.

Upon retirement or DROP participation employees may be eligible to receive payment for all or part of his/her accumulated sick leave. The percentage (listed below) that he/she will receive is based upon the length of employment with Leon County Schools, School Board Policy, or applicable collective bargaining agreement

| <u>Years of LCSB<br/>Employment</u> | <u>Percentage of sick leave<br/>to be paid</u> |
|-------------------------------------|--|
| 0 – 3                               | 35 %   |
| 3.01 – 6                            | 40 %   |
| 6.01 – 9                            | 45 %   |
| 9.01 – 12                           | 50 %   |
| 12.01 - +                           | 100 %  |

Employees who participate in DROP for the full 5 years, will be paid for sick leave based on his/her length of service according to the following schedule:

|                             |       |
|-----------------------------|-------|
| Date of entry               | 17 %  |
| 1 <sup>st</sup> Anniversary | 20 %  |
| 2 <sup>nd</sup> Anniversary | 25 %  |
| 3 <sup>rd</sup> Anniversary | 33 %  |
| 4 <sup>th</sup> Anniversary | 50 %  |
| Termination from DROP       | 100 % |

Employees who do not participate in DROP for the full five years, will be paid for the remainder of his/her sick leave based on his/her length of service.

Employees who are employed in pay type 9 Admin or Exempt positions and have sick leave pools will be paid in accordance with Board Policy.

The process for DROP sick leave payouts will occur every year approximately 6 to 8 weeks after the DROP anniversary date.

Employees, who are members of the **FRS Pension Plan**, are considered retired and eligible for a leave payout upon termination of employment and receipt of FRS retirement benefits immediately after retirement from employment with Leon County Schools, which includes Normal Retirement, Early Retirement, Disability Retirement, or termination from DROP participation.

Employees, who are members of the **FRS Investment Plan**, are eligible for payment of sick leave at age 57 or 25 years of service. In order to be considered retired under the Investment Plan, employees must terminate from Leon County Schools and take a distribution or roll his/her funds from the Investment Plan as soon as possible. **Sick leave will only be retained on the books for two years after termination of employment.**

Employees will continue to earn sick and annual leave while participating in **DROP**.

Annual and sick leave payments totaling more than \$2500.00 will be transferred into a personal special pay plan account with BENCOR for employees unless his/her position is covered by the Local 1010 Collective Bargaining Unit.

Contact Retiree Benefits @ 850-487-7104 for assistance with leave pay outs.

## **Records Retention**

Each school/cost center must maintain and retain leave and attendance records for their employees while they are employed at their site and for the 5 following fiscal years. The following link provides records retention information for state and local government agencies. <http://dos.myflorida.com/media/693576/g1-sl-2017-final.pdf>