



Flexible Leave Payout and Sick and Safety Leave Carryover Policy

Initial Board Approved: 03.23.23

Board Amended: 12.21.23

Policy Number: 315

I. PURPOSE

- A. To provide full-time employees (working 30 or more hours per week) the opportunity to be paid for up to two of their remaining flexible leave days at the end of each school year.
- B. To provide all employees the opportunity to accumulate sick and safety leave in lieu of short-term disability.
Note: As of the date of this policy, Spectrum provides employees with employer paid long-term disability insurance. Employees have the opportunity to purchase short-term disability.

II. POLICY DETAILS

- A. All benefit eligible (full-time) employees may choose to be paid at their current daily/hourly rate for up to two (2) days of unused flex time. Days will be paid based on the employee's daily work schedule – not to exceed 16 hours combined.
 1. The decision on how many available days would be paid out (up to 2) must be made and communicated to the Human Resource Department by the final day of work for the current school year or June 15, whichever is earlier.
 2. Only employees who have worked at least 60 workdays during the current fiscal year and fulfilled all days required in their current employment agreement will be eligible for these benefits.
 3. Payout of available leave time from the current year will take place by the last paycheck for June.

B. Carryover of Leave

1. All employees (regardless of full or part-time status) may carry over up to 48 hours of unused leave time to the next fiscal year. Those days will be labeled as sick and safety time only.
2. Each employee's decision on how many available hours would be carried over must be made and communicated to the Human Resource Department by the final day of work for the current school year or June 15th, whichever is earlier.
3. Any remaining leave hours by the final day of work for the current school year or June 15 (whichever is earlier) that do not qualify for payout or carryover (exceeding 80 hours total of sick and safety leave) will be unpaid.

C. Accumulation of Unused Leave

All employees may only accumulate up to 80 hours of carryover sick and safety leave.

D. Use of Carryover Sick and Safety Leave

1. Carryover sick and safety leave may only be used for purposes allowable (within the law) for sick and safety leave. The school may require documentation for use of sick and safety leave.
2. Carryover sick and safety leave must be used concurrent with FMLA.

E. Payout upon termination of employment

Spectrum does not pay out current unused or carryover flexible leave time (including sick and safety time) upon termination of employment.