File: GCBDA

DISCRETIONARY LEAVE

**Certified Staff:**

Effective August 2021, discretionary leave is established by policy to be earned at a rate of one day per month of contracted duty.  The leave granted the employee for the school year may be used for sick, personal, or bereavement purposes.  Discretionary leave cannot be used to extend a holiday break unless prior approval by administration is obtained.

**Classified Staff:**

Discretionary leave is established by policy to be earned at a rate of one day per month worked. The leave granted the employee for the school year may be used for sick, personal, or bereavement purposes. Discretionary leave cannot be used to extend a holiday break unless prior approval by administration is obtained.

**All Staff:**

Any days/hours not used will be accumulated for the employee as accumulated sick leave.  Employees will be able to use their accumulated sick leave for personal illness or illness or bereavement of an immediate family member.  Immediate family members are defined as parents, grandparents, spouse, and partner in a civil union, sisters, brothers, children, grandchildren or spouse's parents.  Administration may ask for a doctor's excuse for an absence/illness exceeding 2 consecutive days.  The employee must use all of their allocated discretionary leave for the year before accumulated sick leave may be used.  Employees who have accumulated up to 30 days of sick leave will be paid at a rate equal to the daily rate of a substitute.  Payment will be made upon the employee's separation of the district at the next scheduled pay date if not terminated and immediately if terminated.

Adopted: 6/17/80

Revised: 3/12/98

Revised August 2018

Revised October 13, 2021

CROSS REFS: GCBDA, GCBDB, GCBDC, GCBDD