

## **POLICY 4020 PROCEDURES**

### **1. Salaries**

1.1 Certificated administrators' salaries will be determined by the Superintendent within the appropriate range on the board adopted salary schedule.

1.2 Classified employees' salaries will be recommended by the Superintendent and approved by the Board.

1.3 Classified administrators' salaries will be recommended by the Superintendent and approved by the Board.

### **2. Leaves**

#### **2.1 Sick Leave**

2.1.1 At the beginning of each school year, each administrator or professional/technical employee shall be credited with an advanced sick leave allowance of twelve (12) days with full pay to be used for absence caused by illness, injury, poor health, maternity, quarantine, or other disability. Each administrator and professional/technical employee's portion of unused sick leave allowance shall accumulate from year to year without limit.

2.1.2 Upon return to employment with the District, any former administrator or professional/technical employee shall be credited with the balance of unused sick leave accumulated at the time of termination of his/her employment with the District.

2.1.3 At the end of the year, the District will provide each administrator and professional/technical employee with an accounting of his/her accumulated sick leave.

2.1.4 An employee returning from an illness or disability, whether or not sick leave benefits have been paid, may be required to submit a written authorization to return to the employee's regular duties signed by the employee's physician.

#### **2.2 Personal Leave**

2.2.1 Each administrator and professional/technical employee will be granted up to two (2) days of personal leave to attend to situations which cannot be handled outside of school time. All personal leave must be approved by the school administrator.

2.2.2 Such leave is noncumulative and shall be granted with pay when approved.

#### **2.3 Bereavement Leave**

2.3.1 In the event of the death of an immediate family member, the administrator or professional/technical employee shall be granted UP to (3) days with pay. Additional days with pay may be extended by the Superintendent.

2.3.2 Immediate family shall be understood to include spouse, children, siblings, parents, grandparents, or other dependents living in the home. The Superintendent at his/her discretion, may extend the benefits of this bereavement leave to include close personal friends of the employee.

### **3. Insurance and Other Employee Benefits**

3.1 The amount, type, nature, and premium costs of insurance coverage available to administrators and professional/technical employees will be determined as a result of part of the salary agreement between the employee and the District.

3.2 Other employee benefits not addressed herein will be determined as a result of part of the salary agreement between the employee and the District.