

**LEAVE PROGRAM
NON-CERTIFIED STAFF**

The following guidelines shall apply to the non-certified leave program:

- 1.** All staff members shall receive ten (10) days sick leave per year cumulative to sixty (60) days. The board of education may require certification of illness by one, or more medical doctors.
- 2.** A maximum of three (3), (non accumulative) days may be used for emergency leave. Emergency leave may be used for activities that cannot be accomplished at any other time than school time. All emergency leave must be approved by the building principal and the superintendent.
- 3.** Two (2) personal, (non accumulative) leave days will be allowed annually.
- 4.** Any unapproved leave will result in the forfeiture of salary for that period.
- 5.** Subject to the approval of the superintendent, non-certified staff members leaving the district after ten (10) years of service in the district shall receive severance pay for each day of accumulated sick leave. The amount to be paid will be \$10.00 per accumulated sick leave day.

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