

Array Comparison for Personal Leave Time

<i>School Name</i>	<i># of Personal Days</i>	<i>Cummulative Days</i>	<i>Leave Without Pay</i>	<i>Buy Back/Optional Use</i>	<i>Use Adjacent to Holiday/Break</i>
Amherst	3	5	No	No/2 Sick-1 Personal	Unknown
Centura	3	3	No	Yes-At Substitute Rate	No
Gibbon	2	3	Yes	No/Transfer to Sick Leave	No
Loup City	2	5	No	No	Unknown
Pleasanton	3	4	No	No	Unknown
Ravenna	2	3	No	No	Yes
St. Paul	2	5	No	No	Yes
Shelton	2	2	No	No	No
Wood River	3	3	No	Yes-At Substitute Rate	No

Average	2.4	3.7
Median	2	3
Mode	2	3

B. PERSONAL LEAVE

Three (3) days per year to be used as the teacher deems necessary as long as 24 hours notice is given to the school administrator. No more than 3 teachers will be allowed to take such leave on the same day except in event of an emergency. Personal leave may accumulate to five (5) days.

With administrative approval a teacher may trade two (2) sick days for one (1) personal day one time per contract year. Teachers are not allowed to use banked sick days

C. PROFESSIONAL LEAVE

Each teacher will be granted two (2) professional leave days a year to attend professional meetings in the teacher's field or for visitation days to another school which would be beneficial to the students of Amherst Public School. All professional leave is to be requested 24 hours in advance and approved by the Superintendent.

ARTICLE IV – LONG TERM DISABILITY

Each certified staff member will be covered with Long Term Disability insurance. The district will pay each employee the premium amount and automatically deduct that amount from the employee's monthly paycheck.

ARTICLE V – SECTION 125 (CAFETERIA) PLAN

Medical reimbursement in the existing Section 125 (Cafeteria) Plan will be capped at \$2500 annually.

ARTICLE VI - SEVERANCE PAY

Each teacher who leaves the employment of the Amherst Public School shall receive one-half of substitute pay for each day of unused sick leave and personal leave that he/she has accumulated. Such remuneration shall be payable in one installment with the July payroll. Staff with above 75 days as 95-96 school year were grandfathered in at the amount accumulated at the end of that period. Only 75 days may apply to severance pay. Anyone below 45 will only be paid up to 45 days.

ARTICLE VII - GRIEVANCE

The Board of Education and Teacher's Association agree to the grievance procedure previously adopted on July 9 2007 and set forth in Schedule "C" which is attached to and made a part of the negotiated agreement.

ARTICLE VIII - CLASS ASSIGNMENTS

No teacher will be assigned more than seven classes or study halls in an eight period day. If such assignment is deemed necessary, the teacher shall receive a stipend equal to 1/8 of a substitute's pay per day for that class.

Article IX CASH IN LIEU OF INSURANCE

The Board of Education and the Teacher's Association will implement a Section 125 "cafeteria" plan as per Internal Revenue Service Rules, and includes the following:

1. Teachers may elect to take health and dental insurance coverage or the cash payment.
2. Cash will be treated as income. State and federal taxes will be withheld and income taxes are due on this income
3. The cash will not be used to determine compensation for Nebraska Teacher Retirement System.

6. Three (3) days personal leave will be allowed each year without loss of pay. Except in cases of emergency, no more than two (2) elementary and two (2) secondary teachers may be gone on combined personal and professional leave on any given day. Generally personal days shall not be taken the day prior to or following a regularly scheduled holiday. Application for personal leave should be submitted to the appropriate administrator as early as possible for approval except in case of emergency situations. Remaining unused personal days will be bought back by the district at the substitute pay rate.

7. Bereavement Leave shall also be granted up to five (5) days plus reasonable travel time for the death of a spouse, brother, sister, father, mother, son, son-in-law, daughter, daughter-in-law, grandchild or grandparent of the employee or spouse. Funeral attendance may be allowed for the death of other persons upon the approval of the building administrator. This will be at the expense of a sick day or personal day. Requests for any days beyond the above shall be handled by consultation with the superintendent.

8. The retirement age is per state law.

9. A scholarship of \$125 per graduate credit hour up to a maximum of three (3) credit hours is available to those teachers who take approved courses. These scholarships would be paid upon successful completion of the course and receipt of transcript. Prior approval must be obtained from the Superintendent before the course is eligible for the scholarship. A maximum of one (1) scholarship per budget year per teacher will be available. Pending second semester scholarship stipends are not payable to an employee upon receipt of a resignation.

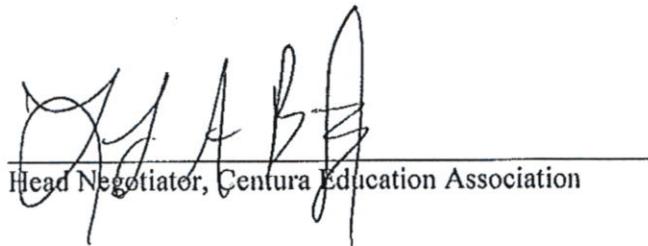
10. Mileage will be reimbursed at the previous year's IRS rate, rounded off to the nearest whole number. Reimbursement for mileage must be approved by the administration.

This Agreement was adopted by the Centura Education Association on the 4th day of November, 2015, and adopted by the Board of Education of the School District on the 9th day of November, 2015.



President, Centura Board of Education

9 Nov 15
Date



Head Negotiator, Centura Education Association

9-4-15
Date

B. Adoption Leave

Ten (10) consecutive working days of accumulated sick leave may be used after a teacher has received custody of a child for legal adoption.

ARTICLE IV

Personal Leave

Allowance with full pay: A maximum of two (2) days (accumulative to 3 days) personal leave per year (subject to the following guidelines):

- A. Advance notice,
- B. Approval of the principal so an adequate substitute can be employed,
- C. A maximum of three (3) days unused personal leave from the current year may be transferred to the following year's accumulated sick leave.
- D. **Personal days may not be used on days prior to or immediately after a scheduled break in the calendar. Exceptions for extenuating circumstances may be granted by the superintendent.**

When an employee has exhausted his/her leave days, with no loss of pay, he/she may request additional days of personal leave with loss of full pay. Pay loss shall be deducted on a salary per diem basis.

Pay deducted is based on the factor of number of days in the teaching contract. An agreement should be made between the administration and teacher involved before such leave is taken.

ARTICLE V

Unused Leave Compensation

Teachers who have accumulated maximum sick leave of more than 40 days will be reimbursed in June for unused days over 40 at a rate of current standard substitute pay, up to a maximum of 5 days. Unused personal days which have accumulated as sick leave are eligible for reimbursement.

Examples

Situation #1:

On the final day of school employee has 39 sick days remaining and three personal days. One day will remain as a personal day and the other two will be converted to sick days for a new total of 41 days. The district will buy back one of those days over 40.

7. **Personal Leave:** All full-time certified personnel will be allowed two (2) days, accumulative to five (5) days per year for emergency/personal business granted and approved by the administration one week in advance of the date(s) to be absent, if possible.

8. **Professional Leave:** All full-time certified personnel will be allowed one day, accumulative to two (2), professional leave, granted and approved by the administration.

III. SALARIES:

- A. **Salary Schedule:** The base salary for the 2016-2017 school year will be \$33,350; schedule is included with this agreement.
- B. **Extra Duty Schedule:** All teachers assigned to duties in addition to teaching shall be paid for such duties according to the extra duty schedule attached to this agreement.
- C. **Placement on Schedule:** New teachers hired by the District will be placed on the schedule at the level of teaching experience earned at all other schools.
- D. All hours to be applied to salary schedule must be in the teacher's teaching field or education. Effective June 11, 1990, the BA+36 column was eliminated with the following exception. The BA+36 column will remain as a part of the schedule for those instructors employed as of June 11, 1990 and have a minimum of 9 hours beyond their B.A. degree. Teachers will be allowed to move no more than one vertical step in any given year.
- E. **Vertical Advancement:** Teachers shall advance one vertical step for each year of service to the District as the salary schedule permits, until such teacher reaches the bottom step of the column of their placement. The maximum movement allowed each year is one step. This includes movement on the longevity steps also, if the instructor has the years.
Horizontal Advancement: Teachers shall advance one horizontal step for every nine hours of awarded credit as permitted by the salary schedule. The last column on the salary schedule is the only limit on advancement.
- F. **Distance Learning:** Loup City teachers that teach over the distance learning system or through online classes that students in Nebraska may take for high school or college credit will receive 1.5 units per class each semester they teach.
- G. **Payroll Deduction of Dues:** Teachers who wish to have their Association dues deducted from their monthly salaries may do so by notifying the appropriate LCEA official. Deductions will be made in nine (9) equal installments beginning in October.
- H. **Substitute Pay:** A faculty member who substitutes for another staff member will be reimbursed at the rate of \$11.88 per classroom period.

THIS SALARY SCHEDULE, ACTIVITY PAY SCHEDULE, and subsequent provisions have been adopted by both the Loup City Public School Board of Education, as recorded in the January 25, 2016 minutes of the Board of Education meeting, and the Loup City Education Association.

Date 1-25-16

Gerry Kowalski
Chairman, Negotiations Committee
Loup City Board of Education

Date 1-25-16

John D. Asche
Chairman, Negotiations Committee
Loup City Education Association

B. INCOME PROTECTION

The Board of Education will offer an Income Protection Plan with the staff member paying the full premium. If a faculty member has to use this insurance, they will be allowed to use all accumulated sick leave up to ninety days.

C. CAFETERIA PLAN

The Board of Education shall offer a K-125 Plan with a limit up to amount allowed by tax code (currently \$2,550) out of pocket expenses. The cafeteria plan carrier (TASC) may be changed by mutual agreement between the Board and the Association.

ARTICLE III LEAVE

A. SICK LEAVE

Sick leave for teachers is granted for personal illness or injury with full pay in the amount of 10 days per year with accumulation up to 45 days. The sick leave shall be awarded at the beginning of the year. If the teacher does not complete the contract, sick leave days shall be deducted at the prorated rate of 4 per semester. This prorating shall be done at the end of the year. Accumulated sick leave shall be 50 days if 45 days are used for the activation of income protection. When a member of the teaching staff is absent, efforts will be made to employ a certified substitute teacher for the duration of absence.

B. BEREAVEMENT LEAVE

Bereavement (funeral) leave (taken out of sick leave) may be allowed for the death of a spouse, (step) parent, (step) child, (step) brother, (step) sister, grandparent, aunt, uncle, cousin, mother-in-law, father-in-law, sister-in-law, son-in-law, or daughter-in-law. One day of non-family bereavement may be used as sick leave. One additional sick day may be allowed for travel purposes if the services are held outside of a 200-mile radius of Pleasanton.

C. PERSONAL LEAVE

Three days (accumulation of 4 days) of personal leave shall be granted upon written application to the Superintendent by a teacher for any personal matter. Such application should be made at least three days prior to such leave, except in emergency situations. Leave shall be limited to one elementary and one secondary teacher for a day unless approved by the superintendent. Leave shall be granted on a first come basis.

D. PROFESSIONAL LEAVE

Teachers will be allowed unlimited professional leave as approved by the Superintendent.

E. SEVERENCE PAY

**ST. PAUL PUBLIC SCHOOLS
NEGOTIATED AGREEMENT
ADOPTED 2/8/2016**

I. FRINGE BENEFITS

1. Sick Leave: Each first-year teacher will be allowed 15 working days of sick leave at full pay. All other teachers will be allowed 10 working days of sick leave at full pay, accumulative to sixty days. Also see Emergency Leave.

2. Emergency Leave: Up to five days of emergency leave, such as serious illness, injury, (the doctor specifies the patient is critically ill, or injured and hospitalized) or death in the immediate family may be applied towards the sixty days of sick leave. Family includes spouse, children, parents, grandparents, father-in-law, mother-in-law, brothers, sister, brothers-in-law, sister-in-law, grandchildren, grandparents-in-law, nieces, and nephews of same.

3. Personal Leave: Each teacher will be allowed two days of personal leave per year, accumulative to a total of five. This includes the provision that two consecutive days, or a single day before or after a holiday or school vacation period, will be granted only with administrative approval.

4. Professional Leave: Each teacher will be allowed two days of professional leave with exceptions being considered on an individual basis with administrative approval. The activities would include workshops, etc., which would enhance the capabilities of the individual and directly benefit the school system.

5. Long Term Disability Insurance: The LTD insurance becomes effective after 60 calendar days. The 60-day waiting period will include full pay for unused accumulated days of sick leave, and one-half pay (50%) for the remaining working days in the 60-day period. The LTD insurance and Social Security will pay 60% of the monthly salary up to \$5000 for the length of disability, or until the insured reaches 70 years of age.

6. Health Insurance: For the 2016-2017 school year, the school district shall utilize the Educators Health Alliance (EHA), through Blue Cross Blue Shield (\$900 deductible) and shall pay; \$587.13 per month for full single medical coverage (including single dental A, B, & C Coverage) for each teacher, employee and spouse coverage of \$1,175.41 per month (which includes single dental on the employee A, B, & C Coverage), employee and child(ren) coverage of \$1,041.73 per month (which includes single dental on the employee A, B, & C coverage) or employee and family coverage of \$1,560.35 per month (which includes single dental on the employee A, B, & C Coverage). Married couples who are both employed by the school district will receive family coverage at a value of \$1,560.35 per month plus \$95.26 for family dental.

8. Personal, Sick, and Bereavement Leave

Full time employees shall receive 2 days of personal leave and 13 days of sick leave per year. Part time employees will receive a prorated amount of leave.

Bereavement leave can be taken from personal leave or sick leave days.

Personal leave will be subject to (1) availability of substitutes (2) adequate notice to the employer, when possible and (3) shall not be taken anytime on the days preceding or following a scheduled holiday or the beginning or ending of the school year.

Unused personal leave will be reimbursed at a daily rate equal to the employee's daily rate of pay. Personal leave may not be accumulated.

Unused sick leave can be accumulated to 40 days.

Sick leave shall mean absence due to personal illness, injury or accident, absence due to illness of family member residing in the same home and also children, parents, parents in law, and siblings.

In order for certificated employees to utilize accumulated sick leave, all 13 of the current year sick leave days must have been utilized and an absence taken place.

9. Professional Leave

A teacher shall receive up to two (2) days of non-accumulative professional leave per year. Professional leave is intended for meetings, workshops, conferences, and professional gatherings as detailed in Board Policy 7019. Workshops, seminars, and functions attended by the teacher at the request of the superintendent shall not be included in the above limit. Initial requests shall be made at least one week in advance of the planned leave day(s) to the principal. Head and assistant coaches will be granted two additional days of professional leave to attend NSAA sponsored state championships in their respective sports.

10. 125 Plan

The school district will offer an IRS Section 125 for its employees

11. Direct Deposit

The Board of Education will make available to all staff Direct Deposit of checks.

ARTICLE VI: Leaves

A. SICK LEAVE

The sick leave allowance for the first year shall be eleven (11) days and eleven (11) days will be added each successive year to the unused days accumulating to a maximum of 60 days.

In addition, an employee who is temporarily disabled from a medical standpoint by reason of pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery there from is covered with this provision, and may use accumulated sick leave for the period of such medical disability. The Board of Education may require a certificate of approval to return to work from the physician prior to the termination of any sick leave.

The teacher will be compensated up to a maximum of (30) sick leave days at the daily substitute pay rate.

B. FAMILY EMERGENCY LEAVE

Absence caused by emergencies and illnesses within the immediate family shall be deducted from the accumulated sick leave. Immediate family shall include spouse, children, mother, father, mother-in-law, father-in-law, grandparents, and others living in the home.

C. PERSONAL LEAVE

At the beginning of each year, each teacher shall be granted up to three (3) days of paid personal leave subject to teacher substitute availability. Personal Leave is defined as follows: Leave to be used for personal business which cannot be handled outside of the regular school day. No personal leave will be granted either just before or after a regular vacation unless an emergency arises and is granted by the administration.

All teachers will be reimbursed annually for unused personal days at the daily substitute pay rate in the August payroll.

D. PROFESSIONAL LEAVE

At the beginning of each year, each teacher shall be granted with three (3) days of paid professional leave subject to teacher substitute availability.

E. BEREAVEMENT

Absence for the purpose of attending funerals shall be deducted from accumulated sick leave.

F. TEMPORARY MILITARY LEAVE

Teachers called into temporary active duty of any branch or unit of the United States military shall be paid their regular salary in addition to any pay, which they may receive from state or federal government for military service.