

Each year we're contacted by a handful of people who are having part of their salary withheld because of issues concerning their use of temporary leave. No one likes to lose money. Here are some pointers to keep in mind to avoid problems.

- Full-time employees get 10 days of temporary leave at the beginning of each year. A part-time employee's days are pro-rated.
- These days can be used for sick leave, adoption of a child, or personal leave.
- There are black-out dates when personal leave cannot be used.
- Please accurately report the reason for absence when requesting a sub. One of the biggest problems we run into is an employee who misses a day of work because they're sick, but enters personal leave instead of sick leave. Then it turns out that the day was a black-out date. If the day is a black-out date, you will be docked. It is your responsibility to accurately report the reason for your absence.
- You can use all 10 days for personal leave if you choose.
- If you have used all 10 days in a given year, any days that have been accumulated from previous years can be used for sick leave or for the adoption of a child. ***You cannot use any days accumulated from previous years for personal leave.***
- If you don't use all 10 days by the end of the school year you have two options. One is to carry the days over and accumulate them. The other is to complete a form the district provides by May 1 to be paid \$50 per unused day.
- Upon severance of employment from SMSD, any days that have been accumulated since July 1, 2008, can be sold back to the district for \$50 per day provided that you inform the district by April 1 that you will be leaving.
- Any days accumulated prior to July 1, 2008, you will not be reimbursed for.
- If you have any questions, please call Nancy or H.J. at 913-268-4005 before taking the day off. It's better to prevent a mistake than it is to fix one.