

# IISD Leaves & Absences

## Local Sick Leave

< 202 = 5 days  
202-224 = 6 days  
> 224 = 7 days

Maximum Accumulation 60 days

Local Leave Days can be sold at Retirement for \$100 per day. There is a 60 day maximum. Employee must have a minimum of 15 State Personal Days Accrued in order to sell the Local Leave Days.



## State Sick Leave

Accrued prior to May 30, 1995



## State Personal Leave

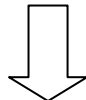
5 days per year

- Non-Discretionary
- Discretionary
  - Supervisor approval
    - 5 day notice
  - 3 days in a row max
  - 5 day a year max

### Discretionary Use

Cannot be used for:

- Day before or after designated holiday
- Staff development or training days
- First or last day of semester
- End of semester or end of year exams
- Standardized test dates



## Exemplary Attendance Sick Leave Days

1 semester of perfect attendance = 2 days added

Both semesters perfect attendance = 6 days total added

1 chargeable absence semester = 1 day added

2 chargeable absences a year = 3 days total added

**Unlimited Accrual  
Sell Back options**

Employees must have a minimum of 15 EA days to be eligible to sell days during employment. Can sell 10 days at \$80 per day. Additional days can be sold for \$50 per day. Request is made in September, payment is on October paycheck.

At retirement, EA days can be sold at \$100 per day, no minimum balance required.

### Non-Discretionary Use of Leave

- Personal illness – 5 consecutive days w/o Dr. note
- Family illness- 3 consecutive days w/o Dr. note
- Family emergency
- Death in immediate family (limit 5 days per instance)