

Guffey Community Charter School's

Sick Pay / General Leave Benefit

The purpose of this plan is to define the sick pay / general leave benefit which is in place for all Guffey Community Charter School full time salaried staff. Full time is defined as working on average about 9 hours per day on regularly scheduled school days.

Full time staff are entitled to accumulate 108 hours (or about 12 days) of sick pay / general leave per calendar year. Hours missed on a normally scheduled workday will be deducted from any accumulated sick hours. Absence for a full school workday will be deducted at 9 hours. Absence for a partial day will be deducted at approximate hours missed. The accumulated hours may be used for any combination of illness, medical appointments, immediate family business, childcare, or other personal needs.

To be eligible for this benefit the employee must be employed full time for 5 consecutive years or more.

Upon retirement or departure from Guffey Community Charter School the school will pay \$5/hour (\$45/day) for any unused sick days up to 810 hours (or about 90 days) which would amount to a one-time maximum payout of \$4050.00. Hours will not accumulate past 810 hours. Payment will be made in September of the calendar year following retirement/departure from the school.

Written request for the sick pay / general leave benefit payout upon departure from Guffey School employment must be filed with the Administrator on or before March 15 of the year of retirement/departure. Once the request has been submitted and approved, it cannot be withdrawn or changed.

Unused sick pay will be included in a 1099 to the former employee as a contractor since the former employee status will have changed on the day of retirement/departure.