

SECTION 9. SICK LEAVE

9.01 Sick Leave Earned

- A. Calendar Year Employees (260 Day): Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of twelve (12) days per contract year.
- B. Professional Exempt Employees (teachers): Each employee shall be credited with twelve (12) sick leave days per contract year.
- C. School Year Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of twelve (12) days per contract year.
 - 1. Employees working at least 220 days are considered 11 month employees.
 - 2. Employees working at least 200 days are considered 10 month employees.
 - 3. Employees working less than 200 days are considered 9 month employees.
- D. Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.
- E. Part-time Employees: Part-time employees will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.

9.02 Sick Leave Use

- A. Sick leave shall be paid for any absence from work due to the:
 - 1. Personal illness, injury or serious health condition of the employee, member of immediate family, or other individual as specifically approved by the District Administrator.
 - 2. Medical or dental appointments for the employee and/or member of immediate family that cannot be scheduled outside of the employee's regularly scheduled work hours.
 - 3. Required appearances in court of law involving no moral turpitude on the part of the employee and only as a witness or defendant.
- B. Definitions: the following definitions apply under this section:
 - 1. Immediate Family:
 - a. Child: means a natural, adopted, foster or treatment foster child, child of a domestic partner, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition. For the purposes of section 9.02, A (3), all definitions in this paragraph apply except for age eighteen (18).
 - b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse or domestic partner.
 - c. Spouse: means an employee's legal husband or wife.
 - d. Domestic Partner: means an employee's domestic partner.
 - 2. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
 - a. Inpatient care in a hospital, nursing home, or hospice.
 - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
- C. Sick Leave Increments: Sick leave may be allowed in increments of one-half hour.

9.03 Sick Leave Accumulation

Sick leave for employees will accumulate for full-time and part-time employees to a maximum of 100 days.

9.04 Pay for Unused Sick Leave

- A. **Retirement**: Employees eligible for retirement will be compensated at forty (\$40) per day for each whole day of unused sick leave. The maximum number of eligible days shall be one hundred (100). Employees with more than one hundred (100) accumulated days as of July 1, 2007, will be grandfathered for the purpose of this retirement pay provision. No retirement pay will be made to any employee dismissed with discipline.
- B. **Severance**: Employees not eligible for retirement will be paid ten (\$10) per day for each whole day of unused sick leave. The maximum number of eligible days shall be one-hundred (100). Employees with more

After fifteen (15) years of service	20 days
Every Year in addition to fifteen (15)	½ day per year up to 25 days

“Years of Service” as set forth in this Article refers to years of service in the District in a position that is eligible for vacation under Part III. Eligible employees in the District shall receive the preceding vacation depending on years of service as measured each July 1st. For calculation purposes initial date of hire is considered year one. For new employees, vacation is prorated based on date of hire. For part-time employees, vacation pay shall be pro-rated based on the average number of hours worked per week during the previous year.

6.03 Scheduling of Vacation

Vacation time may be taken in full blocks, or in shorter blocks not less than one hour as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave, however, vacation time requested with less than five (5) working days notice may be approved by the District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the District Administrator and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives.

6.04 Payment upon Termination/Transfer to a Position Not Eligible for Vacation

Any employee who terminates his or her employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to the vacation pay remaining in his or her accumulation, as well as a pro-rated amount of the vacation that the employee would have received upon his or her next anniversary. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

6.05 Holidays during Vacation

Should a paid holiday fall during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

SECTION 7. HOLIDAYS

7.01 Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to the following schedule:

A. Employees working a full calendar year (260 work days)

January 1	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Good Friday	December 24
July 4	December 25
Labor Day	December 31

B. Employees working at least 220 days per calendar year, but less than 260 days per calendar year

January 1	Memorial Day
Labor Day	Thanksgiving Day
December 24 (1/2 Day)	December 25
December 31 (1/2 Day)	

APPENDIX

COLBY SCHOOL DISTRICT Extra Duty Wage Schedule

Carl Perkins Staff Coordinator	\$472.50 \$ 450.00
Chemical Hygiene Coordinator	\$685.44 \$ 652.80
Steering Committee - Elementary, MS, HS	\$514.08 \$ 489.60
Substitute Caller Grades K-4	\$1,653.75 \$1,575.00
Substitute Caller Grades 5-12	\$2,205.00 \$2,100.00
Sustainability Coordinator	\$ 652.80
Teacher Mentors	\$535.50 \$ 510.00
Wellness Coordinator	\$685.44 \$ 652.80
Instructional Technology District Coordinator	\$2,500.00
Instructional Technology High School, Middle School, or Elementary Support	\$1,500.00
After School Study Club Coordinator	\$1,000.00
Teacher Overload Assignment	\$1050/semester \$1,000/semester
Curriculum Study	\$ 12.50 per hour
Summer School	\$ 24.00 per hour
ESEA Grant Planning and Writing	1% of Allocation
Fiscal Grant Management	1% of Allocation
IEP Translation	Regular Rate of Pay w/OT as applicable (Hourly Staff)
Weight Room Supervision	\$24.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
Detention	\$24.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
LEA Rep. for IEP Meetings	\$24.00 per hour (Certified Staff) AND Approval of SPED Director
Study Team	\$24.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
Translation for PT Conferences	\$11.00 per hour (Sub Rate)
Event Supervisor (Crowd Control)	\$37.80 per event \$36.00 per event
Ticket Takers, Ticket Sellers, Timers, Scorekeepers, Yard Keepers, Down Keepers (per athletic event)	\$28.35 per event \$27.00 per event
Athletic Announcer/Media Specialist	\$750.00
Chaperones (for any approved bus trip at a time other than during regular school hours)	\$ 20.00 per trip for 0 – 60 miles \$ 25.00 per trip for over 60 miles \$ 50.00 for any overnight trip**
** Does not apply to advisors/coaches already compensated through extra-curricular Letters of Appointment.	

Colby School District Extra-curricular and Co-curricular Wage Schedule

	POINTS	PER POINT VALUE
		\$102.00 ^{to \$105.00}
FOOTBALL		
Varsity Head Coach	26	\$2,652.00
Varsity Assistant Coach	23	\$2,346.00
Varsity Assistant Coach	23	\$2,346.00
Ninth Grade Coach	21	\$2,142.00
Ninth Grade Coach	21	\$2,142.00
Middle School Head Coach	15	\$1,530.00
Middle School Assistant Coach	11	\$1,122.00
Middle School Assistant Coach	11	\$1,122.00
 CROSS COUNTRY		
Head Coach	22	\$2,244.00
Assistant Coach	17	\$1,734.00
Middle School Head Coach	15	\$1,530.00
 VOLLEYBALL		
Varsity Head Coach	22	\$2,244.00
Varsity Assistant Coach	19	\$1,938.00
Ninth Grade Coach	16	\$1,632.00
Middle School Head Coach	14	\$1,428.00
Middle School Assistant Coach	10	\$1,020.00
 SWIMMING-GIRLS		
Varsity Head Coach	22	\$2,244.00
Varsity Assistant Coach	19	\$1,938.00
Middle School Coach	14	\$1,428.00
Middle School Assistant Coach	10	\$1,020.00
 BASKETBALL - BOYS		
Varsity Head Coach	26	\$2,652.00
Varsity Assistant Coach	21	\$2,142.00
Ninth Grade Coach	19	\$1,938.00
Middle School Head Coach	13	\$1,326.00
Middle School Assistant Coach	9	\$918.00
 BASKETBALL - GIRLS		
Varsity Head Coach	26	\$2,652.00
Varsity Assistant Coach	21	\$2,142.00
Ninth Grade Coach	19	\$1,938.00
Middle School Head Coach	13	\$1,326.00
Middle School Assistant Coach	9	\$918.00
 WRESTLING (COOP W/ABBOTSFORD)		
Varsity Head Coach	26	\$2,652.00
Varsity Assistant Coach	21	\$2,142.00
Assistant Coach	19	\$1,938.00
Middle School Head Coach	13	\$1,326.00

Middle School Assistant Coach	9	\$918.00
-------------------------------	---	----------

TRACK - BOYS & GIRLS

Varsity Head Coach	20	\$2,040.00
Varsity Assistant Coach	17	\$1,734.00
Varsity Assistant Coach	17	\$1,734.00
Varsity Assistant Coach	17	\$1,734.00
Middle School Head Coach	13	\$1,326.00
Middle School Assistant Coach	9	\$918.00

BASEBALL

Varsity Head Coach	22	\$2,244.00
Varsity Assistant Coach	19	\$1,938.00

GOLF

Varsity Head Coach	17	\$1,734.00
Varsity Assistant Coach	13	\$1,326.00

SOFTBALL

Varsity Head Coach	22	\$2,244.00
Varsity Assistant Coach	19	\$1,938.00
Varsity Assistant Coach	19	\$1,938.00

CO-CURRICULAR

Educators Rising	7	\$714.00
FBLA Head Advisor	7	\$714.00
FBLA Assistant Advisor	6	\$612.00
FCCLA Advisor	7	\$714.00
FFA Advisor	8	\$816.00
Assistant FFA Advisor	6	\$612.00
Newspaper Advisor	10	\$1,020.00
Pep Band Instructor	10	\$1,020.00
Show Choir Advisor	10	\$1,020.00
Show Band Advisor	9	\$918.00
Skills USA Advisor	7	\$714.00
Skills USA Ass't	6	\$612.00

EXTRA-CURRICULAR

Annual Advisor	13	\$1,326.00
Annual Assistant Advisor	6	\$612.00
Cheerleading/Pom Pon/Dance Advisor - per season	5	\$510.00
Chess Team Advisor *	5	\$510.00
Drama Advisor	13	\$1,326.00
Assistant Drama Advisor	10	\$1,020.00
Musical Instrumental Director	5	\$510.00
Musical Vocal Director	5	\$510.00
Foreign Language Advisor	7	\$714.00
Forensics Advisor	11	\$1,122.00
Forensics Assistant Advisor	5	\$510.00
Madrigal Director	5	\$510.00
Math Team Advisor *	5	\$510.00
NHS Advisor - HS	5	\$510.00

NHS Advisor - MS	3	\$306.00
Prom Head	3	\$306.00
SADD Advisor	5	\$510.00
Special Olympics - Head Coach - per season	5	\$510.00
Special Olympics - Ass't Coach - per season	3	\$306.00
Student Advisor - Academic Competition *	5	\$510.00
Student Council Advisor - HS	8	\$816.00
Student Council Advisor - MS	3	\$306.00
Water Ballet Head	8	\$816.00
Water Ballet Assistant	3	\$306.00
* Interscholastic Competition		

Point Value=~~\$102~~, IF Position Points Value is:

Greater than 18, then 1 pt. for every 2 years of service
 9-17, then 1 pt. for every 3 years of service
 1-8, then 1 pt. for every 4 years of service

to \$105.⁰⁰