

TIME OFF PROCEDURE MANUAL

Walton County School District

"Preparing the Whole Child for a Life of Success"

Table of Contents

| | |
|---|----|
| Introduction | 2 |
| Time Off | 2 |
| FLSA, the Workweek & Compensatory Time | 3 |
| Corrections | 5 |
| Annual Leave | 6 |
| Sick Leave | 6 |
| Personal Charged to Sick Leave | 9 |
| Jury/Witness Duty Leave | 9 |
| Temporary Duty Elsewhere (TDE) | 10 |
| Unpaid Leave (Leave Without Pay) | 10 |
| Family Medical Leave | 11 |
| Long Term Unpaid Leave | 11 |
| Military Leave | 12 |
| Illness in the Line of Duty | 12 |
| Suspensions With and Without Pay | 13 |
| Absence Without Leave | 13 |
| Use of Sick Leave by Family Members or Employees | 13 |
| Multiple Jobs | 14 |

Introduction

Walton County School District offers several types of leave to eligible employees as a benefit in the form of paid time off for illnesses, jury duty, military obligations, personal and private matters.

Employees who are employed in a regular position are considered leave eligible. OPS workers and substitutes are not considered leave eligible positions.

Any absence, on a scheduled workday, from an employee's regular work assignment requires supervisor approval. All absences (paid or unpaid) must be preapproved by a supervisor except in cases of unforeseen emergencies and sudden illness. It is the employee's responsibility to initiate his or her leave request and provide appropriate supporting documentation.

The purpose of this manual is to provide an overview of leave accounting, Time Off and the Fair Labor Standards Act. Please refer to the Collective Bargaining Agreements, Board Policies and Skyward instructions for posting leave and running reports for additional information.

Time Off

Leave eligible employees can view and request certain types of leave in Time Off, which is located in Employee Access in Skyward. Leave cannot be entered in the new fiscal year until the calendars for the new fiscal year have been created or "rolled over". However, there are some types of leave that cannot be requested through Time Off. The following tables outline the request method for leave types.

Leave Types that Employees CAN Request through Time Off

| Leave Type | Reason Code | Description & Attachments Required | Eligible Employee Types |
|---------------------------------|---|---|---|
| Annual | Annual Leave | N/A | 12-month employees |
| Sick | Sick Leave | Brief Description (dr. appt, sick child, etc.) | All regular employees |
| Sick | Personal Leave charged to Sick | N/A | All regular employees |
| Temporary Duty Elsewhere | Jury/Witness Duty | Documentation from the Clerk of Court's Office | All regular employees |
| Temporary Duty Elsewhere | There are many reason codes from which to choose. | Supporting documentation and description to include start and end dates and times | All regular employees |
| Comp Time | Comp Time | N/A | All regular employees except Administrators |
| Unpaid Time | Unearned Sick Leave Or Unpaid Personal | Brief Description | All regular employees |

Leave Types that Employees CANNOT Request through Time Off

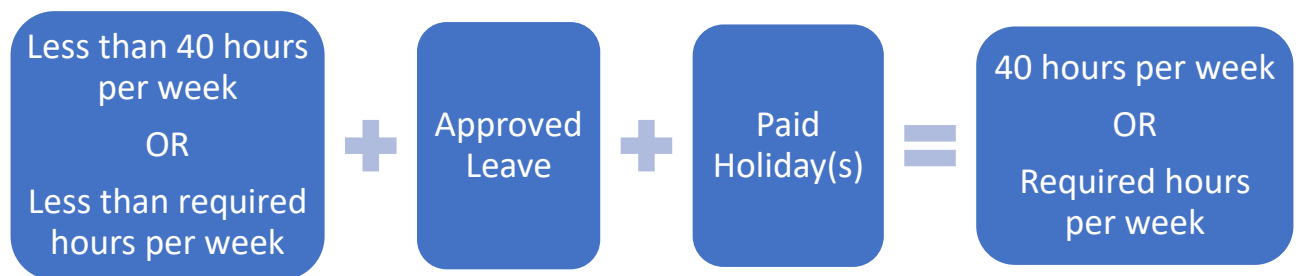
All other leave types may not be requested through Time Off in Employee Access, such as FMLA, ILOD, long term leave, etc. Leave requests and required documents for leave types that cannot be requested through Time Off must be submitted to the Bookkeeper, who will assist you to ensure the documents are completed correctly and forwarded to the appropriate department.

FLSA, the Workweek & Compensatory Time

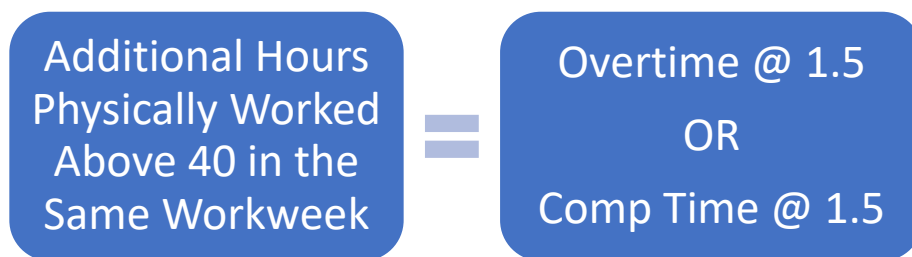
The Fair Labor Standards Act (FLSA) was established to provide rules and guidance for minimum wage, overtime pay and recordkeeping for non-exempt, full-time and part-time employees.

Non-exempt employees are hourly or salaried employees who do not qualify for a professional, administrative, computer, executive or any other exemption under the FLSA. Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative and professional positions, and certain computer positions. Such employees are exempt as long as they meet the salary requirements under the FLSA.

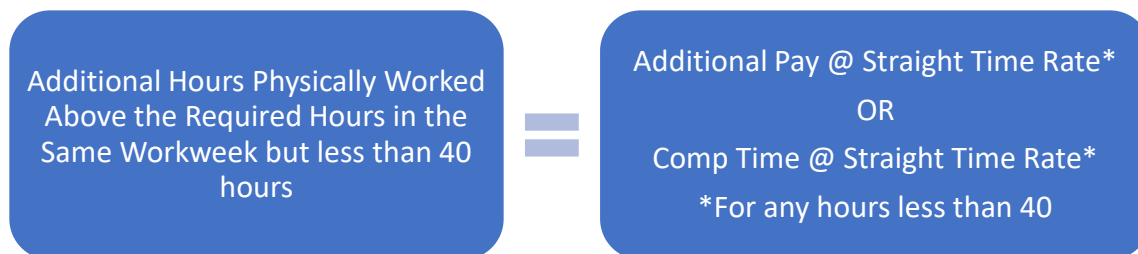
The workweek is very important for timekeeping, leave accounting and payroll processing. The Walton County School District’s workweek begins on Sunday at 12:00 a.m. and extends through Saturday at 11:59 p.m.



Non-exempt employees working in a regular prescribed position(s), either within one job classification or a combination of job classifications, for forty (40) hours weekly are exempt from earning overtime (1 ½ times their regular rate of pay), except in an emergency when approved by the appropriate supervisor or administrator. Employees working less than forty (40) hours per week may work additional hours up to forty (40) hours weekly. Employees may elect to receive compensatory time at time and a half in accordance with the FLSA for all hours worked in excess of forty (40) as overtime compensation.



Non-exempt employees who work more than their required number of hours but less than forty (40) hours during a given workweek will receive additional pay at the straight time rate or an award of compensatory time at the straight time rate.



Compensatory (comp) time is leave earned by an employee who worked extra hours instead of receiving additional pay. All comp time earned must be approved in advance by the supervisor. Employees cannot receive comp time and overtime for the same period of time. Make sure that the same period of time is not entered as comp time and paid as overtime.

Use of Compensatory Time for Non-Exempt Employees

An employee who has accrued compensatory time and requests use of the time, must be permitted to use the time off within a reasonable period after making the request, if it does not unduly disrupt operations. It is recommended that employees use compensatory time prior to sick or annual leave. However, be careful not to require them to use their comp time on the books when they could be in danger of losing any annual leave in excess of the maximum allowed.

Accrual Information

Non-exempt employees can carry forward unused comp time to the next fiscal year but should not accrue more than two hundred forty (240) hours of comp time at any given time. Although not eligible for compensatory time under FLSA, teachers may accrue compensatory time consistent with the plan developed and approved through Article 7.6 of the Instructional CBA. Instructional personnel may carry forward sixty (60) hours of comp time to the next fiscal year and not exceed a balance of sixty (60) hours during any school year.

Corrections

Employees can edit or delete leave requests in Employee Access Time Off up until the day the leave is to be used. The Bookkeeper can make changes in Time Off Limited Access for other necessary changes.

Annual Leave

Annual leave is paid time off from work granted to 12-month, full-time, leave eligible employees to be used for whatever the employee wishes, such as vacations, rest and relaxation. Annual leave may not be used by an employee before completion of the probationary period.

Non-exempt 12-month employees appointed to a full-time, leave eligible position earn annual leave at the following rates.

| Years of Service | Days Per Month | Total Days Per Year |
|----------------------------------|----------------|---------------------|
| 0 – 5 (1 – 60 months) | 1 | 12 |
| 5+ - 10 (61 – 120 months) | 1.25 | 15 |
| 10+ (121 months or more) | 1.5 | 18 |

Exempt employees accrue leave at a rate determined by the number of hours they are appointed per day and the length of time employed by the District.

For the purpose of establishing an employee’s annual leave accrual rate, the employee’s earliest continuous full-time employment date for any permanent position with Walton County School District is to be used.

Annual leave earned in excess of 45 days shall be forfeited on the first day of the fiscal year, July 1, in accordance with Board Policy.

Annual leave is only paid out upon termination of employment, death of the employee, retirement, entry into DROP or transferring from an annual leave earning position to a non-annual leave earning position.

It is very important to make every effort to ensure that employees avoid forfeiture of their annual leave. Each Bookkeeper should assist their employees as needed with leave requests and the “How to Request Leave” Guide is a good resource to provide the necessary instruction.

Sick Leave

Sick leave is paid time off from work granted to all leave eligible employees to be used for the employee’s personal illness or sickness or death of his or her father, mother, brother, sister, husband, wife, child, or other close relative or member of his or her household.

Non-instructional leave eligible employees shall be credited with four (4) days of sick leave at the end of the first full calendar month of employment of each contract year and thereafter credited with one additional day of sick leave for each month of employment.

Instructional leave eligible employees shall be credited with four (4) days of sick leave upon the first day of employment of each contract year and thereafter credited with one additional day of sick leave at the end of each full calendar month of employment. These four days are credited annually during the employee’s first month of employment as provided in Section 1012.61 (2) of the Florida Statutes. After this initial credit of sick leave, employees are credited with one additional day of sick leave for each month of employment.

| Month | 12-Month (8 hour day example) | 10-Month Instructional (7.5 hour day) | 9-Month (7 hour day example) |
|------------------|----------------------------------|---|---------------------------------|
| July | 32 | | |
| August | 8 | 30 (beginning of month) + 7.5 (end of month) | 28 |
| September | 8 | 7.5 | 7 |
| October | 8 | 7.5 | 7 |
| November | 8 | 7.5 | 7 |
| December | 8 | 7.5 | 7 |
| January | 8 | 7.5 | 7 |
| February | 8 | | |
| March | 8 | | |
| April | | | |
| May | | | |
| June | | | |

Examples:

- Listed in the first column is an example of how a 12-month employee who works 8 hours per day will earn sick leave.
- Listed in the second column is an example of how a 10-month instructional employee who works 7.5 hours per day for 10 months will earn sick leave.
- Listed in the third column is an example of how a 9-month non-instructional employee who works 7 hours per day for 9-month will earn sick leave.

Sick leave is accrued at the end of the month proportional to the number of scheduled work hours per day. Each employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year. Employees in paid status for less than eleven (11) paid days in any given month of employment will not earn leave for that month.

Sick leave cannot be used prior to the time it is earned and credited to the employee.

A day of sick leave is interpreted to mean the number of hours an employee is scheduled to work per day in a regular position. For example, an employee appointed to work 4.5 hours per day is credited with 4.5 hours of leave. OPS and substitutes are not considered leave eligible positions.

Employees who terminate employment or go on unpaid leave and are not in paid status for at least eleven (11) days during the calendar month will not be credited with a day of sick leave for that month. If an employee terminates employment or goes on an unpaid leave of absence, unearned sick leave days are removed or taken back. If it is necessary to take back unearned sick leave days, and the employee ends up with a negative balance, this time must be paid back upon returning to work (in the case of a leave of absence) or in the last paycheck in the case of a termination.

Bookkeepers must notify the Human Resources Department and the Payroll Department immediately if any of your employees are terminating employment or going on leave and report overused time to the Payroll Department.

Employees cannot request leave prior to earning leave.

Employees will request sick leave via Time Off in Employee Access in Skyward. Employees requesting sick leave of more than ten (10) days must attach a statement from a physician certifying that such leave is essential and indicating the probable duration of the illness. Each Bookkeeper should assist their employees as needed with leave requests and the "How to Request Leave" Guide is a good resource to provide the necessary instruction.

Annual Sick Leave Pay

Employees may elect to receive annual payment for any unused accumulated sick leave earned in the current school year, at a rate of 80% of the employee's current daily rate of pay. The calculation of the amount of this payment shall be as follows: (Sick leave earned during the current school year minus sick leave used during the current school year) multiplied by 80% of the employee's current rate of pay. Payment for the days requested shall be based on the daily rate of pay of the employee multiplied by eighty (80%) percent. Days for which payment is received shall be deducted from the employee's accumulated sick leave balance. Upon finalization of leave records, payments will be made by June 30th.

Personal Charged to Sick Leave

Employees are entitled to six (6) days of leave each year for personal reasons that are to be charged to accrued sick leave. These days are not cumulative. Requests for personal charged to sick leave must be submitted at least two (2) days in advance of the leave being taken. Employees will request Personal Charged to Sick Leave via Time Off in Employee Access.

If an employee uses all of the personal charged to sick days during a year, any additional leave must be taken as unpaid leave, annual leave or comp time, if available.

Each Bookkeeper should assist their employees as needed with leave requests and the “How to Request Leave” Guide is a good resource to provide the necessary instruction.

Jury/Witness Duty Leave

Walton County School District grants full pay and benefits to leave eligible employees for appearances in court only under the following circumstances:

- The employee is summoned and appears for jury selection or as a juror.
- The employee is subpoenaed in line of duty to represent the Board as a witness or defendant.
- The employee is subpoenaed to appear or testify in cases not involving personal litigation.

Employees must submit a leave request in Time Off in Employee Access immediately upon notification that they must appear in court to allow their supervisor adequate time to plan for their absence. The proper documentation must also be attached in the leave request (jury summons or subpoena). The time off code for Jury/Witness Duty is “Temporary Duty”, and the reason code is “Jury Duty”.

Upon returning to work, employees are required to submit a Certificate of Service from the Clerk of Courts Office, which they will provide upon request, indicating date and time served. The employee must attach the Certificate of Service to the leave request in Time Off in Employee Access. The employee should not attach a link because it may expire. If the employee does not provide the Certificate of Service provided by the Clerk of Courts Office, the leave will be charged to personal charged to sick or annual leave, if the employee earns annual leave. If no leave is available, the time taken will be unpaid leave.

Each Bookkeeper should assist their employees as needed with leave requests, and the “How to Request Leave” Guide is a good resource to provide the necessary instruction.

Each Bookkeeper must inform the employee that he/she is required to submit a Certificate of Service from the Clerk of Courts Office, which they will provide upon request, indicating the date and time served.

This type of non-accrual leave does not carry a balance, so it will appear as a negative number when entered. The balance reverts to zero (0) when the new fiscal year “rolls over”, and the allocation and used amounts become positive.

Temporary Duty Elsewhere (TDE)

Temporary Duty Elsewhere (TDE) applies when an employee is on a previously approved assignment from his/her regular worksite for the purpose of performing other educational services, including participation in surveys, professional meetings, study courses, workshops and similar services of direct benefit to Walton County School District.

The TDE leave request should be submitted in advance in Time Off in Employee Access with required documentation attached. Refer to the “How to Request Leave Guide” for instructions on how to enter leave requests. This type of non-accrual leave does not carry a balance, so it will appear as a negative number when entered. The balance reverts to zero (0) when the new fiscal year “rolls over”, and the allocation and used amounts become positive.

Unpaid Leave

Absences not covered by any other type of leave are considered unpaid leave. Employees who are on unpaid leave:

- Will not earn sick or annual leave if not in paid status for at least 11 days during the calendar month.
- Will not receive Board contributions for insurance if not in paid status for at least 11 days during the calendar month.

Requests for unpaid leave may be entered by the employee in Time Off in Employee Access. A request for an unpaid leave of absence must be approved by the employee’s immediate supervisor before it is taken.

Family Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) is a federal law that entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave for specific family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. This leave is granted for the following purposes:

- Birth of a baby
- Care of a child after birth or adoption or foster placement
- Care of a seriously ill family member (spouse, child, parent)
- Serious personal illness rendering the employee unable to perform his/her job
- Military caregiver

Advise the employee to contact the Insurance and Benefits Specialist in the Human Resources Department for more details and assistance with all required forms and documentation for approval.

Employees cannot request FMLA leave through Time Off in Employee Access. This type of leave requires Board approval. The employee should submit the FMLA leave request to the Bookkeeper. A Personnel Action Form (PAF) and all required documentation must then be submitted to the Human Resources Department by the Bookkeeper. The Human Resources Department will then submit the request for Board approval.

Long Term Unpaid Leave

In accordance with Board Policy, employees may request and be granted up to two (2) years of unpaid leave. This leave must be requested and approved by the Superintendent and School Board. Application for such leave must be submitted to the immediate supervisor and include documentation regarding the purpose and length of the leave.

Employees who are on long term unpaid leave:

- Will not earn sick or annual leave
- Will not receive Board contributions for insurance if not in paid status for at least 11 days during the calendar month.

All employees on long term leave who are utilizing the Family Medical Leave Act (FMLA) must immediately contact the Insurance and Benefits Specialist in the Human Resources Department to complete and submit the appropriate paperwork.

A Personnel Action Form (PAF) along with all required documentation must be completed immediately and sent to the Human Resources Department to be submitted for Board approval.

Do not submit a leave request in Time Off in Employee Access and a PAF for the same time period because this could result in the employee's pay being "docked" twice for the same period of time.

Military Leave

Military leave shall be granted in accordance with Florida Statute. Employees cannot request military leave through Time Off in Employee Access. Military leave must be entered via Limited Access by the Bookkeeper, and a copy of the military orders must be scanned and attached to the request.

Illness in the Line of Duty

An employee is entitled to illness in the line of duty (ILOD) leave when it is necessary that he/she be absent from his/her duties because of a personal injury received in the discharge of his/her duties or because of personal illness from any contagious or infectious disease contracted while performing job related duties. ILOD leave shall be authorized for up to a total of, but not to exceed, ten (10) days during the fiscal year.

In order to request illness in the line of duty (ILOD) leave, the employee should first consult the Bookkeeper. The ILOD leave request along with all required supporting documentation must then be sent to the Human Resources Department for review. If approved, ILOD leave will be entered by the Bookkeeper via Limited Access. If denied, the Bookkeeper will notify the employee and correct the leave to sick, annual or compensatory time. If no leave is available, then the leave will be unpaid.

Employees cannot request this type of leave through Time Off in Employee Access.

Suspensions With and Without Pay

The employee will receive notification of this type of leave. The Bookkeeper will enter leave requests of this nature in Limited Access.

Employees cannot request this type of leave through Time Off in Employee Access.

Absence Without Leave

All employees are expected and required to submit leave requests in accordance with Board Policy and the applicable Collective Bargaining Agreement. Pursuant to School Board Policy 6.511:

- Any member of the instructional or administrative staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and the employee's contract shall be subject to cancellation by the School Board. In addition, such absence of leave shall interrupt continuity of service.
- Any other employee who is willfully absent from duty without leave shall be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

Absence without leave is considered unpaid leave.

Use of Sick Leave by Family Members or Employees

Any District employee may authorize the use of his/her accrued sick leave by his/her spouse, child, parent or sibling who is also a District employee.

Any District employee may authorize the use of his/her accrued sick leave by another employee who needs a minimum of five (5) days of sick leave. An employee who donates sick leave to another employee must retain a minimum number of days equal to the number of days he/she accrues annually. A recipient of donated sick leave must provide medical documentation from the treating physician of the illness or injury for which the leave of absence is requested. Any unused sick leave shall be returned to the donor. Donated sick leave cannot be used until all of the individual's sick leave has been depleted. Donated sick leave shall have no terminal pay value.

Refer to the "Procedures for Use of Sick Leave by Family Member or Employee" on Human Resources page of the WCSD website for detailed instructions and required documents. Completed forms must be submitted to the Human Resources Department for approval.

Multiple Jobs

Multiple Jobs at the Same Site

Some employees may have two jobs at the same site, for example a 5-hour Non-Instructional Aide and a 3-hour Bus Aide in Department A. Since both jobs are housed at the same site, then the leave request process is the same as that for an employee with a single job.

Multiple Jobs at Different Sites

Some employees may have two jobs at different sites, for example a 4-hour teacher at School A and a 3.5-hour teacher at School B. The primary site will be where the employee is assigned the greatest number of hours. Since more hours are worked at School A, the primary site will be School A, and the secondary site will be School B. The procedure for requesting leave for these employees is:

- The employee will submit a leave request in Time Off in Employee Access.
- The primary site administrator will be the final approver for leave requests.
- The employee must select the secondary site administrator as an “additional employee to notify when this request is submitted and approved/denied”. It is essential both administrators are aware of all leave requests, regardless of which site will be impacted during the specific time off requested.

DISCLAIMER: This document serves as a useful guide only and in no way supersedes Florida Statutes, School Board Policies or Collective Bargaining Agreements. For further assistance, contact the Human Resources Department or the Payroll Department at (850) 892-1100.