

GCCA © TYPES OF LEAVES

GCCA PROFESSIONAL/ SUPPORT STAFF

SICK LEAVE

Paid time off (PTO) for all personnel is limited to a specific contract year. Compensated leave is to be granted to a staff member who, through personal or family illness, injury or quarantine, is unable to perform the duties of the assigned position.

Full-time support staff employees who are not on probation shall earn one (1) day of PTO for each month worked on their regular employment agreement with the District. Eligible support staff employees shall be able to utilize five (5) days of allowable PTO days from the beginning of the contract year. Added days shall accrue to the maximum earnable days over the length of the agreement.

Full-time certificated teachers shall receive ten (10) days of PTO per school year or an amount equivalent to their regular employment contract.

Part-time support staff and substitute teachers shall accrue one (1) hour of PTO for every thirty (30) hours worked, but shall not be entitled to accrue or use more than forty (40) hours of paid leave per year. A substitute teacher may use PTO as it is accrued, after the ninetieth (90th) calendar day after commencing employment.

For the purposes of this policy, one (1) day shall be equal to the number of hours assigned to be worked per day. For the purposes of this policy, a substitute teacher's work day is considered to be seven (7) hours.

Paid leave not taken during any year shall accumulate in the employee's sick leave benefit account. Leave other than illness requires Superintendent or principal approval and a four (4)-day advance notice. No more than ten percent (10%) of the staff can be absent on the same day with other leave requests. Leave taken for personal reasons may not exceed four (4) consecutive days without Superintendent authorization. When a staff member exhausts all days of current PTO, accumulated PTO (sick leave), available vacation days and supplemental leave bank hours (if eligible), an unpaid leave of absence must be requested, pursuant to District policy.

Sick Leave Benefit Account

The Sick Leave Benefit Account consists of accumulated paid time off (PTO) not taken during any year and is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner, with verification required if requested by the Superintendent. The District may, at District expense, require the employee to

submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of the Sick Leave Benefit Account is appropriate or 2) whether return to duty is appropriate.

Accrued Sick Leave Payout

Upon retirement or resignation from, or termination by the district, up to ninety (90) days of unused PTO (Sick Leave Benefit Account days) are reimbursed to staff members who have worked at least five (5) years in the district, except the superintendent, according to the formula below:

- A. Annualized Salary x Multiplier x #of Accrued Sick Days (up to ninety [90])
- B. Annualized Salary is base salary. It is the primary position only and does not include stipends, Proposition 301, extra duty or overtime.
- C. Annualized salary is calculated based on contract or work agreement.
- D. Multiplier is based on years of consecutive employment:
 - 0.05% after 5-9 years
 - 0.125% after 15-19 years
 - 0.1% after 10-14 years
 - 0.15% after 20+ years

For certified teachers and counselors who had worked ten (10) or more years as of June 30, 2020: Upon reaching twenty (20) years of continuous employment when leaving the District they will have the option to be paid at the current sub rate multiplied by the number of days of accrued PTO as sick leave - not to exceed ninety (90) days.

Supplemental Leave Bank

The Supplemental Leave Bank (SLB) may only be used once all earned PTO, accrued sick leave (Sick Leave Benefit Account) and available vacation days have been exhausted and may be granted to a staff member who documents a personal or family member medical emergency. Revenue Rule 90-29 defines a "medical emergency" as a medical condition of the employee or a family member that will require the prolonged absence of the employee from duty and will result in a substantial loss of income.

Employees must contribute to the SLB in order to request and use days from the bank. The employee seeking donated days will provide the request for days to the District Human Resource Office. Donated sick days are deducted from the bank and cannot be reclaimed. SLB disputes shall be resolved by the Superintendent or the

Superintendent's designee in consultation with the current recognized employee association president. See Policy GCCG.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

Use of Earned PTO and Sick Leave

Earned PTO shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

When the use of earned PTO is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned PTO and shall make a reasonable effort to schedule the use of earned PTO in a manner that does not unduly disrupt the operations of the employer. Earned PTO may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time. For earned PTO of three (3) or more consecutive work days, an employer may require reasonable documentation. Documentation signed by a health care professional indicating that earned paid leave is necessary shall be considered reasonable documentation for purposes of this section.

PTO and Sick leave can be used for:

- A. An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- B. Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care;
- C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.
- D. A maximum of ten (10) days of district-provided paid time off may be used for maternity, paternity, or pregnancy-related leave outside the uses described in A-C above and will not be deducted from an employee's current year PTO or Sick Leave Benefit account.

As defined in statute (**A.R.S. 23-371**), "family member" means:

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice:

- A. Employers shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees are entitled to earned PTO and the amount of earned paid leave, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned PTO is prohibited, that each employee has the right to file a complaint if earned PTO as required by statute is denied by the employer or the employee is subjected to retaliation for requesting or taking earned PTO, and the contact information for the commission where questions about rights and responsibilities under can be answered.
- B. The required notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.
- C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.
- D. The Industrial Commission of Arizona shall create and make available to employers, in English, Spanish, and any language deemed appropriate by the commission, model notices that contain the information for employers' use in complying with the statute.

- E. Employer violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. 23-364.

Accrual:

- A. Employees of an employer with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned PTO for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned PTO per year, unless the employer selects a higher limit.
- B. Earned PTO shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later.
- C. An employee may use earned PTO as it is accrued.
- D. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned PTO accrual unless their normal work week is less than forty (40) hours, in which case earned PTO accrues based upon that normal work week.
- E. Earned PTO shall be carried over to the following year, subject to the limitations on usage indicated above for employees of employers with fifteen (15) or more employees and employees of employers with fewer than fifteen (15) employees.
- F. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned PTO accrued and is entitled to use all earned PTO as provided in this section.
- G. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned PTO that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned PTO and accrue additional earned PTO at the re-commencement of employment.

Retaliation Prohibited

It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

An employer shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned PTO pursuant to the

statute; the right to file a complaint with the commission or courts or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights. It shall be unlawful for an employer's absence control policy to count earned PTO taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action. Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

Adopted: August 10, 2023 LEGAL REF.:

A.R.S.

15-187

15-502

23-363

23-364

23-371

23-372

23-373

23-374

23-375

Communicable Disease Exposure/Outbreak Exclusion

When an employee is excluded from the workplace due to a communicable disease outbreak response, or because the health authorities having jurisdiction determine the employee's presence in the community may jeopardize the health of others due to exposure to a communicable disease, the employee may use available accrued sick leave, consistent with A.R.S. [23-373](#).

If the employee does not have accrued paid leave available, or chooses not to use available paid leave, the absence shall be addressed under *Leave of Absence Without Pay* or applicable leave provision of this policy, consistent with employment agreements and law.

Family and Medical Leave

The District shall comply with all components of the Family and Medical Leave Act (FMLA). Eligible employees are entitled up to twelve (12) or twenty-six (26) weeks of leave as designated in the FMLA. Any employee seeking to understand rights under FMLA may inquire with the benefits department in Human Resources, review posted materials, and/or review GCCA-RB.

Crime Victim Leave

A district with fifty (50) or more employees as determined by law shall allow an employee leave if the employee is the victim of a juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S. [8-420](#) and/or [13-4439](#). While the district is not required to compensate the employee when the employee leaves work to attend such proceedings, the district is prohibited from dismissing the employee or discriminating against the employee in compensation or other terms, conditions, or privileges of employment because the employee exercised their victim leave rights under A.R.S. [8-420](#) or [13-4439](#). Leave for this purpose may be limited if the leave creates an undue hardship to the employer's business.

Regardless of the number of employees employed by the District, EPST may also be used for certain absences occasioned by the employee or their family member having been the victim of domestic violence, sexual violence, abuse, or stalking. [A.R.S. [23-373](#)(A)(4), (G), (H), and (I)]

Jury Duty Leave

Jury duty leaves of absence must be provided per A.R.S. [21-236](#).

Voting Leave

An employee may take time from work to vote in a primary or general election per A.R.S. [16-402](#).

Military Leave

An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training up to the statutory limit [A.R.S. [26-168](#) and [38-610](#)]. An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service or may take unpaid leave of absence.

The District must reemploy uniformed service members, as provided in 38 U.S.C. 4301 *et seq.*, after returning from a period of service.

Holiday Leave

Employees shall be entitled to holidays and breaks as established by the Governing Board and noted on each year's school calendar, consistent with Arizona Revised Statutes. Uncompensated days off will be established by the Board and noted on each

year's school calendar. When July 4, Veterans' Day, December 25, or Thanksgiving Day, occurs within the school week, the schools shall be closed, and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess. [A.R.S. [15-801](#)]
The following District holidays have been approved by the Governing Board:

- A. Independence Day – July 4
- B. Labor Day
- C. Veterans Day – November 11
- D. Thanksgiving Day
- E. Thanksgiving Friday
- F. Christmas Eve – December 24
- G. Christmas Day – December 25
- H. New Year's Eve – December 31
- I. New Year's Day – January 1
- J. Martin Luther King Jr. Day
- K. Presidents Day
- L. Memorial Day
- M. Juneteenth – June 19

Vacation Leave

Support staff personnel shall earn:

- A. Ten (10) days of vacation each year of service during the first four (4) years of service.
- B. Fifteen (15) days of vacation annually beginning with the fifth (5th) year of service.
- C. Twenty (20) days of vacation annually beginning with the tenth (10th) year of service.

The maximum allowable unused vacation days that may carry forward at the close of a calendar year (December 31) is twenty (20) days. Days in excess of the maximum allowable shall become null and void and be of no further value as of January 1 each year.

Upon resignation or retirement, the employee will be paid for the number of vacation days that have accrued up to the separation date.

Vacation time will accrue each pay period. Requests for vacation must be received at least four (4) working days prior to the first day of vacation and must be approved by the Superintendent.

Sabbatical Leave

Sabbatical leave may be granted to certificated teaching and administrative personnel for a maximum of one (1) year when conforming to A.R.S. [15-510](#) and other applicable Arizona Revised Statutes.

Professional Development Leave

To attend meetings or conferences, employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible).

Leave of Absence Without Pay

The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted to certificated or non-certificated personnel for not longer than one (1) year when deemed reasonable, for good cause, and not detrimental to education within the School District.

Requests

Each request for a leave of absence without pay shall be in a written application stating the purpose of the leave of absence, the starting date and duration of the leave of absence, the facts as to its necessity or advisability, and any other information the applicant deems relevant to the request.

Approval

A leave of absence requested pursuant to this policy may be:

- A. Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or
- B. Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.

The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District.

Preservation of Rights for Continuing Certificated Teachers

In accordance with A.R.S. [15-510](#), all rights of retirement, accrued leave with pay, salary increments and other benefits provided by law shall be preserved and available to the continuing certificated teacher after the termination of the leave of absence.

Absent Without Leave

An employee shall be deemed "absent without leave" when absent from work because of:

- A. A reason that conforms to a policy currently in effect, but the maximum days provided for in that policy will be exceeded; or
- B. A reason that does not conform to any policy currently in effect; or
- C. Failure to report to work without prior notification to the Superintendent.
Employees shall not be compensated for time lost due to being absent without leave.

An employee who is absent from work without prior approval is subject to disciplinary action, up to and including dismissal, in accordance with applicable law, Governing Board policy, and established District procedures.

Adopted: Thursday, June 11, 2026

LEGAL REF.:

A.R.S.

[8-386](#)

[8-420](#)

[13-4405](#)

[13-4439](#)

[15-187](#)

[15-341](#)

[15-502](#)

[15-510](#)

[15-801](#)

[16-402](#)

[21-236](#)

[23-363](#)

[23-364](#)

[23-371](#)

[23-372](#)

[23-373](#)

[23-374](#)

[23-375](#)

[26-168](#)

[38-608](#)

[38-610](#)

[38-615](#)

29 U.S.C. 2601 *et seq.*

38 U.S.C. 4301 *et seq.*

[29 CFR 825.100](#) *et seq.*

CROSS REF.:

[GCBA](#) - Salaries