

## **A. Earned Paid Leave (EPL)**

1. All leave (sick, EPL) will be on a Fiscal Year Basis (July to June) rather than being earned on an employee's date of hire.
2. Leave (sick, EPL where applicable) will be credited at the beginning of **the fiscal year** for school year employees. Although such leave will be credited to the employee at the beginning of the fiscal year, they will be earned throughout the year as the employee actually works. If an employee ends employment mid-year, all leaves shall become prorated in the amounts earned. An employee's last payroll check will reflect any adjustments.
3. An employee is entitled to earn one-hour (1) of paid leave for every forty (40) hours worked, up to forty (40) hours in one year of employment. Accrual of **Earned Paid Leave (EPL)** begins at the start of employment.
  - a. **EPL** may be used for any reason, in one-hour (1) increments or multiple hour increments, but not less than one-hour (1) increments.
  - b. Emergency EPL, for sudden necessity – situations in which the need for leave is not reasonably foreseeable – the employee is required to notify their supervisor as soon as practicable under the circumstances. For emergency or sudden necessity leave of 3 or more days, the district may require a medical note or other documentation.
  - c. Planned EPL, for other reasons, will require employees to provide three (3) weeks' notice. Leave shall be granted unless it would cause an undue hardship for the district. Planned EPL cannot be used on the days immediately before and/or after a holiday or vacation period, or on any other days determined by the supervisor to conflict with operational needs.
  - d. The employer may also limit multiple employees using leave at the same time due to operational needs.
  - e. Any unused EPL on June 30 shall be rolled over to their accumulated sick leave up to the maximum limit per this agreement, Article 11, B. 1.