

# Gervais School District 1

Code: **GCBD-AR**  
Adopted: 2/17/94  
Revised/Readopted: 04/08/99

## Leaves of Absence

To assist in computing an employee's pay and to determine how holidays, workdays, and snow days are computed for payroll, the following guidelines have been developed:

- Holidays:** The contracted employee shall be paid for all holidays specified in the negotiated agreement. A substitute is entitled to no paid holidays.
- Workdays:** Each employee is contracted to work a specific number of days during the school year. Unless the employee is on an approved leave of absence, any days not worked during the contract year shall be computed as unpaid leave.
- Snow Days:** If school is canceled due to inclement weather, substitutes will not be paid for days not worked. If the snow day is required to be made up at a later date and the employee on leave is unable to work that make-up day, then approved paid leave or an unpaid day will be assessed against the employee at that time.
- Substitutes:** Substitutes filling in for a contracted employee on extended sick leave are considered temporary employees and are not entitled to benefits on the master contract. Substitutes are paid only for days worked.