

Leave of Absence/Benefits

FULL-TIME NON-CERTIFIED PERSONNEL (30 Hours or more)

General Definitions:

Immediate family: is defined as “spouse, parents, grandparents, children, grandchildren, sister, brother or other relative residing in the employee’s household

PERSONAL LEAVE

All full-time non-certified employees are entitled to two (2) personal days per year with full pay for personal business. Personal business defined as business which cannot be conducted during periods when school is in session. Except for an emergency, permission must be obtained from the Principal at least 48 hours in advance. Days may not be taken immediately preceding or following a vacation period or school holiday without the Superintendent’s approval.

VACATION

All full-time non-certified employees will have the same vacation periods as students. There will be no paid vacation period for any full-time non-certified employee.

FAMILY ILLNESS LEAVE

All full-time non-certified employees are entitled to three (3) family illness days per year with full pay for critical illness in the immediate family.

SICK LEAVE

All full-time non-certified employees will receive ten (10) sick days per school year effective each July 1st. Unused sick leave shall be accumulated from year to year, to a total of eighty (80) maximum days.

HOLIDAYS

All full-time non-certified employees are entitled to the following holidays at a full-time rate of pay:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving
Good Friday	Christmas
Memorial Day	

Two "Floating Holiday" on a non-school day with prior approval by the principal.

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BEREAVEMENT

All non-certified personnel shall be entitled to up to five (5) days with pay per occurrence for absence due to death in the immediate family. In the event of the death of an employee's mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepbrother, stepsister, sister-in-law, brother-in-law, aunt or uncle, bereavement leave with pay shall not exceed one (1) day.

MEDICAL BENEFITS

Health coverage is offered for a plan that is similar to the one the Custodian's of Botelle have. Coverage is only offered for an Individual policy. Employee co-pay will be established on a yearly basis. An insurance waiver reimbursement will be offered to those employees not enrolling in the medical insurance program. The reimbursement will be 7% of the total yearly premium.

LIFE INSURANCE

The Board offers all full-time non-certified employees life insurance coverage in the amount of \$10,000. There is no co-pay by the employees.

PENSION PLAN

All full-time non-certified employees will be covered under the Town of Norfolk Pension Plan. Coverage will fall under the rules established by the Town's Pension Committee.

LONGEVITY

A longevity payment of \$150.00 (one hundred fifty dollars) will be made after ten (10) years of continuous employment to all non-certified staff working a minimum of thirty (30) hours per week.

Board Adopted: November 13, 2013