

Charlotte Valley Central School

**POLICY REGARDING BENEFITS FOR FULL-TIME
EMPLOYEES NOT COVERED BY A LABOR CONTRACT**

For those full-time employees who are not within a bargaining unit, the following benefits will be provided:

1. Sick Leave. For each month of employment, such employee will be entitled to receive one day of sick leave benefit. Sick leave may be used for personal illness or illness for any member of that person's family as defined under the Family Medical Leave Act. Sick leave may be accumulated up to 250 days. Upon receiving ordinary retirement benefits from a New York State Retirement Plan, one-half of the sick leave days accumulated as of the date of retirement may be used to pay for that person's share of any health insurance premiums. Such funds shall be held by the School District and credited toward that person's share, from time to time.

2. Vacation Benefits. After one year of employment, such person shall be entitled to one day of vacation benefit for each month worked. Vacation benefits may be accrued up to 60 days. For any vacation in excess of five working days, prior approval of the Superintendent will be required. Upon leaving employment, the individual would be reimbursed accumulated vacation leave days (up to 60 days) on the basis of that person's current daily rate at the time of departure.

3. Paid Holidays. The following paid holidays would be provided: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day. If any of these holidays fall on a weekend, the paid holiday will be on the following Monday, unless another arrangement is approved by the Superintendent.

4. Personal Leave Days. The individual would be entitled to a personal leave day for the funeral of a close friend and to conduct personal business that cannot be accomplished during non-working hours.

5. Health Insurance Contributions. Upon receiving ordinary retirement benefits from the New York State Retirement Plan, the District will contribute 60% of the health insurance premium for coverage offered by the District for retirees, individual coverage.

*Benefits under this policy should be specific to the needs of the District.

Charlotte Valley Central School - Revised Policy # 40

Adopted, readopted or revised by the Board of Education on: July 03, 2008

By: _____
Clerk of the Board of Education