

Series 3000 – Personnel

Section 3100 – General Provisions

Policy 3107 – Personal Leave Incentive Program

- 3107.1 The Harrison County Board of Education hereby establishes a Personal Leave Incentive Program for regular professional and service personnel. Section 18A-4-10A states that County Board of Educations are authorized to pay their employees or to defined groups thereof, for the purpose of reducing absenteeism, a bonus at the end of an employment term for each unused day of personal leave accumulated by the employee during that employment term.
- 3107.2 A full time employee must have accumulated a minimum total of twenty-five (25) personal leave days as an employee of the Harrison County Board of Education prior to July 1 of the year in which the employee participates to be eligible. A half time employee must have accumulated a minimum total of twelve and one half (12.5) personal leave days as an employee of the Harrison County Board of Education prior to July 1 of the year in which the employee participates to be eligible.
- 3107.3 A full time employee must not use more than five (5) leave days to be eligible to participate in the program. Days taken as personal leave days, including leave without cause days, and days without pay (leave without compensation), shall for the purpose of this policy, be counted as days expended toward eligibility for participation during the fiscal year covered by the plan. A half time employee must not use more than two and one half (2.5) leave days to be eligible to participate in the program. Days taken as personal leave days, including leave without cause days, and days without pay (leave without compensation), shall for the purpose of this policy, be counted as days expended toward eligibility for participation during the fiscal year covered by the plan.
- 3107.4 Contribution of personal leave days to the Personal Leave Bank shall not have any effect on incentive pay to which an employee is entitled.
- 3107.5 Beginning July 1, 2016, a full time professional employee may earn up to \$1,500 (beginning base amount) for zero days taken during the fiscal year. For each day taken (maximum of 5 days), a total of \$125 will be deducted from the base amount. A half time professional employee may earn up to \$750 (beginning base amount) for zero days taken during the fiscal year. For each day taken (maximum of 2 ½ days), a total of \$62.50 will be deducted from the base amount.
- 3107.6 Beginning July 1, 2016, a full time service employee may earn up to \$1,200 (beginning base amount) with zero days taken during the fiscal year. For each day taken (maximum of 5 days), a total of \$105 will be deducted from the base amount. A half time service employee may earn up to \$600 (beginning base amount) with zero days taken during the fiscal year. For each day taken (maximum of 2 ½ days), a total of \$52.50 will be deducted from the base amount.