

Terminal Leave

Philosophy

It is the philosophy of SSD that employee attendance should be encouraged and rewarded, because our students are better served by regular, consistent staff attendance.

Policy

It is the policy of SSD that employees are eligible for terminal leave, up to 25% of their accumulated annual leave, immediately before retirement. Terminal leave may only be taken from the employee's accumulated annual leave. The benefit granted under this policy may be taken as leave only, not as additional pay; therefore, and considering our compelling interest in ensuring consistent services to our students, it cannot be taken upon entering the Deferred Retirement Option Plan (DROP).

Employees should be aware that they may not be working for another public entity, including a local school system, while still employed with SSD, except under circumstances where part-time employment is allowed.

To ensure continuous services to our students, in order to be eligible for terminal leave, the employee must give sufficient notice of retirement so that the employee will actually work at least one month before beginning terminal leave. Instructional staff must give sufficient notice so that the employee will actually work at least one grading period before beginning terminal leave, and the terminal leave must begin at the beginning of a grading period.

Employees should request terminal leave at the time they submit notice of retirement. Employees should be aware that leave taken as terminal leave cannot be converted for retirement purposes and should consult with the retirement system before determining the amount of terminal leave to request, if any.

Employees who retire when they are aware that SSD is considering termination or non-disciplinary removal are not eligible for terminal leave under this policy.

Exceptions

Terminal leave will be granted only when the budget permits. Other exceptions may be granted by the SSD Superintendent, for the benefit of SSD.

Terminal leave may be denied if SSD property is not returned before the terminal leave begins.