

LEDYARD PUBLIC SCHOOLS
STANDARD BENEFITS PACKAGE



for
UNAFFILIATED STAFF

Updated and Approved 07/14/2026

This is the Standard Benefits Package ("Package") offered by the Ledyard Board of Education for qualifying non-union employees. The Package can be modified at the Board's sole discretion, with or without prior notice to employees.

The provisions of this package applies to 12 month and 10/11 month employees not covered by an individual or union agreement and designated as "SNON" group in the District's HR system. If an individual agreement exists between a non-union employee and the Board of Education and/or its representative; and that agreement addresses any of the benefits contained in this Package the information in the agreement supersedes the information in the Package. This package shall remain in effect until modified by an act of the Board of Education or law.

Unless otherwise stated in an employee's offer letter and/or job description, non-union employees are considered 12-month/exempt employees.

HOLIDAYS

12 month employees receive twelve (12) paid holidays as listed:

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

When any of the above holidays fall on a Saturday, the holiday will be observed on Friday; a holiday that falls on a Sunday will be observed on Monday unless modified with 90 days notice by the Superintendent.

10/11 month employees do not receive paid holidays.

If a 12 month employee is required to work any of the holidays listed above they shall be entitled to observe a floating holiday that must be observed in the School Year and approved by the Superintendent or designee.

PERSONAL LEAVE

Personal leave is intended for extraordinary personal circumstances that cannot be addressed through sick and/or vacation leave. 12 month employees are eligible for a maximum of five (5) days annually with full pay, but not cumulative.

10/11 month employees are eligible for a maximum of three (3) days annually with pay, but not cumulative.

Personal Leave is not additional vacation time, it is to be used when needed to conduct the following personal business:

1. Marriage of immediate family members
2. Death or illness of immediate family members
3. Death or illness of family members not in your immediate household
4. Funeral attendance for other than family member
5. Legal requirements
6. Graduation of immediate family members
7. Other circumstances as approved by administrator

For the purposes of Personal Leave, "immediate family" shall mean spouse, child, parent (in-law), sibling (in-law), grandparent, or grandchild.

Personal days may be used in either 1/2 day or full day increments.

Personal days may not be used to extend or supplement vacation.

The Superintendent may recommend, and the Board may approve, the extension of personal leave days with or without pay upon request of the employee.

SICK DAYS

12 month employees are entitled to fifteen (15) days' sick leave with full pay each fiscal year; these days will be accrued on a monthly basis and prorated for partial year and/or part-time employment. Such leave, if unused, shall accumulate to a maximum of 90 days.

10/11 month employees are entitled to eleven (11) days' sick leave with full pay each fiscal year; these days will be accrued on a monthly basis and prorated for partial year and/or part-time employment. Such leave, if unused, shall accumulate to a maximum of 60 days.

Sick time may be used for your personal illness or the illness of an immediate family member. For the purposes of sick time, "immediate family" shall mean spouse, child, parent (in-law), sibling (in-law), grandparent, or grandchild or as otherwise provided by law.

After three consecutive days of sick leave, or upon the evidence of abuse, the Superintendent may request medical documentation unless prohibited by law.

Unused sick leave will not be paid out upon termination of employment.

VACATION DAYS

12 month employees are eligible for paid vacation days. Vacation days will be accrued on a monthly basis and prorated for partial year and/or part-time employment, based on the number of full years of employment with the Board on July 1 of each year according to the following schedule:

First through ninth year of employment:	16 days per year
Subsequent to the ninth year of employment:	20 days per year

Employees shall be able to carry over no more than one (1) year's vacation accrual into the next fiscal year.

Vacation days are taken in either 1/2 day or full day increments.

Any employee who retires, is laid off, or resigns in good standing shall be entitled to receive payment for all unused accrued vacation days due him/her as of the date of retirement layoff or resignation in good standing up to the number of days the employee accrues annually.

10/11 month employees are not eligible for paid vacation days. Unpaid vacation is taken in accordance with the school calendar.

Statutory Leaves

All employees (if applicable) are entitled to leaves required by law, including but not limited to:

- Connecticut Family and Medical Leave Act (CT FMLA)
- Federal Family and Medical Leave Act (FMLA)
- Military leave
- Jury duty

Nothing in this package limits employee rights under applicable statutes.

MEDICAL, DISABILITY AND LIFE INSURANCE - The information in this section applies to both 12 month and 10/11 month employees.

Benefits Eligibility - Employees regularly scheduled to work 30 or more hours a week are eligible to enroll in medical, disability and life insurance benefits.

Employees may participate in the District's Health, Dental and Vision Program with a premium cost share of eighteen percent (18%) for hourly employees or salary employees earning less than \$75,000, and twenty percent (20%) for salary employees earning \$75,000 or more. Coverage begins on the 1st of the month after the date of hire.

The Board shall maintain a "Section 125" salary reduction agreement, designed to permit exclusion from taxable income of the employee's share of, among other things, health insurance costs.

Employees are eligible to participate in a flexible spending account, to the extent allowed by law, for medical and dependent care reimbursement.

The Board provides long-term disability insurance to provide sixty percent (60%) of monthly salary (maximum \$3,000 per month), with a 180-day waiting period. All long-term disability benefits will be paid solely by and in accordance with the terms of the long-term disability policy selected by the Board in its sole discretion. Employees choosing to enroll in the long-term disability coverage pay 20% of the cost of the coverage.

The Board provides life insurance for 12 month and 10/11 month employees; the cost of life insurance will be paid by the Board. Life insurance benefit is \$50,000 for hourly employees or salary employees earning less than \$75,000, and \$100,000 for salary employees earning \$75,000 or more.

RETIREMENT - The information in this section applies to both 12 month and 10/11 month employees.

Employees are eligible to participate in a 403B Tax Sheltered Annuity and/or 457 Retirement plan.

Employees hired on or after July 1, 2013 are eligible to participate in the Town of Ledyard Defined Contribution Plan with an employee match of up to 6% after 6 months of employment.

TUITION REIMBURSEMENT - The information in this section applies to both 12 month and 10/11 month employees.

Employees are eligible to seek approval for tuition reimbursement upon completion of one year of employment

Program courses for reimbursement must be job related and approved in advance by the Superintendent prior to enrollment. The Superintendent's decision regarding course eligibility is final

Tuition reimbursement for course credits will be paid at 100% of the cost per credit hour, not to exceed the cost per credit hour at the University of Connecticut in-state tuition rate. A copy of the tuition bill, proof of payment and transcripts showing successful completion of the course must be submitted to the Central Office before the reimbursement is processed. This reimbursement is for **tuition only** and does not include books, fees, mileage or any other related expenses.

Employees are eligible to be reimbursed for only one (1) course per semester or a maximum of two (2) courses per fiscal year. The employee must receive a "B" or better in order to be reimbursed.

EVALUATION - The information in this section applies to both 12 month and 10/11 month employees.

The employee shall be evaluated in accordance with Board policy.

RESIGNATION - The information in this section applies to both 12 month and 10/11 month employees.

To resign "in good standing" we expect employees will provide a minimum of two weeks notice prior to their resignation and remain actively at work and available during the notice period.

EMPLOYMENT and TERMINATION - The information in this section applies to both 12 month and 10/11 month employees.

All employees of Ledyard Public Schools not covered by an individual contract or union agreement approved by the Board of Education are considered “at-will” employees. Employees understand and agree that this Package is not a contract of employment for a definite term or in any way aligned with the school year calendar.

The Board or Employee may terminate the employment relationship with or without cause for any lawful reason at any time. In the event that an Employee’s employment relationship with the Board is terminated after the effective date of this Package, whether voluntarily or involuntarily, the Employee’s restrictions and obligations under this Package, if any there be, shall nevertheless survive such termination.

MODIFICATION AND DISCLAIMER

The Board of Education reserves the right to modify, amend, or rescind these Terms & Conditions **at any time**, with or without notice, except as required by law.

No oral statements, past practices, or informal understandings shall alter these Terms & Conditions.

If any provision is found unenforceable, the remaining provisions shall remain in full force and effect.

The information contained in this Package does not apply to Tutors, Substitutes, Coaches, or any seasonal, temporary or per diem employees.