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| **Leave Buyout Plan** |
|  | After fifteen (15) years continuous service in the District, an employee who separates from the District because of retirement, resignation or death shall receive payment for all accrued, unused general/sick leave days up to a maximum of one hundred forty-seven (147) days at the rate based on the leave buyout tier system herein described, provided that the employee's services have been provided in a satisfactory, ethical, and professional manner (including, but not limited to, resignation in lieu of termination or non-renewal or significant disciplinary issues).  Employees do not receive payment for credited days that the employee has not yet accrued.  If an eligible employee dies, the above amount shall be paid directly to the employee's beneficiary/estate. |  |
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|  | **Leave** **Buyout Tier System** |  |
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|  | Employees who have served fifteen (15th) consecutive years through the end of the twenty-fourth (24th) consecutive year will receive rate buyout of fifty percent (50%) of the current beginning substitute teacher's daily rate. |  |
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|  | Employees who have served twenty-five (25th) consecutive years through the end of the twenty-ninth (29th) consecutive year will receive rate buyout of seventy-five percent (75%) of the current beginning substitute teacher's daily rate. |  |
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|  | Employees who have served the thirty (30th) consecutive years or above will receive rate buyout of one-hundred percent (100%) of the current beginning substitute teacher's daily rate. |  |
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|  | Employees resigning/retiring from the District must notify Human Resources of this in writing by February 1 to ensure they will receive their leave buyout during that fiscal year.  Failure to do so will result in the buyout being delayed into the next fiscal year and will result in a reduction in the buyout by fifty (50) percent unless special health related or extraordinary circumstances occur.  In which case, the Superintendent must approve exceptions |  |

**G-2550**     **GCCA/GDCA**