

2025-2026
SCHOOL DISTRICT OF AMERY
STAFF COMPENSATION & BENEFITS
CLUBHOUSE CHILDCARE

This listing of compensation and benefits for Clubhouse Childcare employees is a supplement to the current Support Staff Handbook. Information within this document is effective as of July 1, 2025.

COMPENSATION

Clubhouse Childcare Hourly Wage Scale	
Level A	\$15.75
Level B	\$16.25
Level C	\$16.75
Level D	\$17.25
Level E	\$18.25
Level F	\$18.50
Level G	\$18.75
Level H	\$19.00
Level I	\$19.25
Level J	\$19.50
Level K	\$19.75
Level L	\$20.00
Level M	\$20.25
Level N	\$20.50
Level O	\$20.75
Level P	\$21.00
Level Q	\$21.25
Level R	\$21.50
Level S	\$21.75
Level T	\$22.00
Level U	\$22.25
Level V	\$22.50
Level W	\$22.75
Level X	\$23.00
Level Y	\$23.25
Level Z	\$23.50
Level AA	\$23.75
Level BB	\$24.00
Level CC	\$24.25
Level DD	\$24.50

The Board will determine the salary schedule and the availability of level movement for employees based on the financial needs of the District. With Board approval, Clubhouse Childcare employees who are in good standing will move one level annually on July 1st. Employees who join the district mid-year will be eligible to move one level on July 1st if their first day of work is prior to March 1st.

Employees moving to or from Clubhouse to or from a different support staff job category will remain at the same pay level, not including any position pay differentials from the previous job category. If the new position includes a pay differential it will be added to the new base wage.

Position Pay Differential

Lead teachers who work 40 hours per week per their Letter of Appointment will receive an additional \$0.75 per hour as a position pay differential.

Additional Pay

Additional pay through state or federal grants may be available to Clubhouse staff at times. When available, grant pay will be administered by the Director of Clubhouse Childcare and will be allocated to staff based on hours worked or other criteria as dictated by grant language. Grant pay will be paid through payroll.

Clubhouse Staff Longevity Pay

Longevity pay is based on total years worked in the District with a contract or Letter of Appointment, regardless of job category. Once employees qualify for longevity pay, they will receive a payment annually no later than June 20th following each completed year worked.

- 10 years = \$200**
- 15 years = \$300**
- 20 years = \$400**
- 25 years = \$500**

DEDUCTIONS FROM PAYROLL

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Payroll & Benefits Specialist who can assist you in understanding the information that is required in order to investigate the matter.

The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the District will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

DIRECT DEPOSIT PAYMENT METHOD

Direct deposit statements are available via Skyward Employee Access on each pay day. Direct deposit changes may be made after giving notice in writing. Each employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated days of leave remaining to the employee's credit.

EMPLOYEE PAYROLL DATA

Employees are expected to contact their supervisor and/or the District Office if any changes occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

FLEXIBLE SPENDING ACCOUNT (FSA)

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account (FSA) under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) for eligible employees. Eligibility is available to employees scheduled to work thirty (30) or more hours per week. Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129). Funds remaining in individual plans at the end of a period of three months after the last day of the plan year will be returned to the District.

HEALTH EXAMINATIONS

Health examinations required by the state of Wisconsin and/or District shall be conducted at the medical provider of their choice with the actual cost to the employee billed to the District.

PAYROLL DATES

Payrolls will be issued bi-monthly, on or before the 5th and 20th of each month. If the 5th or the 20th falls on a weekend or a holiday, pay will be issued on the workday prior to the weekend or holiday. There is no guarantee of the time of day a payroll deposit will occur at the employee's bank other than it will happen sometime on the designated payroll date.

SALARY DEFERRALS

TAX SHELTERED ANNUITIES (TSA)

The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an Investment Vehicle). The purchase of the annuity will be optional for the individual employee.

WDC (WISCONSIN DEFERRED COMPENSATION) 457 PROGRAM

Deferred compensation 457 programs allow eligible employees to save and invest before tax and after tax (Roth) dollars through voluntary paycheck contributions, supplementing any existing retirement/pension benefits.

VOLUNTARY DEDUCTIONS

Employees who voluntarily wish to have deductions from their pay may do so in accordance with established District guidelines.

POSITION PAY DIFFERENTIAL

Clubhouse Lead Teachers who work 40 hours per week will be paid an additional \$.75 per hour. The Director of Clubhouse Childcare retains the right to assign these positions.

An employee who temporarily assumes a lead teacher position due to the absence of another lead teacher shall, after two (2) weeks in the position, receive the lead teacher pay differential for the remainder of the temporary assignment.

A lead teacher who temporarily assumes an assistant teacher position due to the absence of another employee shall retain their differential pay during the temporary assignment.

WORK SCHEDULES

Weekly and daily hours will be determined by the Clubhouse supervisor and noted in each employee's Letter of Appointment. Staff who are unable to work their scheduled shift must use PLT or vacation time for their missed worktime unless they are doing an approved shift trade with another employee (see below).

The supervisor may occasionally ask employees to work additional hours to maintain the required staffing. If the employee agrees to do so, the additional hours would be above and beyond the employee's scheduled hours, not in place of them.

TRADING SHIFTS

Childcare staff may request to trade a scheduled shift with another employee up to two (2) times per contract year, subject to management approval, therefore eliminating the need to take paid time off for their absence. All requests must be submitted two (2) weeks in advance and must involve another staff member who is qualified to perform the same duties and who works in the same role (lead teacher can trade shifts with a lead teacher, assistant teacher can trade shifts with an assistant teacher).

Approval of shift trades is not guaranteed and will be based on staffing levels, operational needs, and the potential impact on daily workflows. The Clubhouse Childcare Director will develop a process for submission and approval of shift trade requests and will communicate the decision to both parties involved.

Employees are expected to follow their assigned schedules unless a change has been formally approved. Repeated or disruptive requests may result in denial.

BENEFITS

HOLIDAYS

Clubhouse staff are 12-month employees, and as such, are eligible for the following paid holidays: New Year's Eve Day, New Year's Day, Memorial Day, Good Friday, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day. See Holidays on page 8 for more information including the hour value of holiday pay based on work schedules.

INSURANCES

1. **HEALTH INSURANCE & COBRA** - The Board will provide health insurance to eligible employees. Eligibility is available to employees scheduled to work 30 or more hours per week. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contributions are based on the number of months worked in the District's fiscal year:

Tier 1: Clubhouse staff are assigned to work 12 months per year and therefore will pay 12% of the premium.

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding. For additional details regarding coverage and premium contributions, contact the District Office.

2. **HEALTH SAVINGS ACCOUNT**

The District will contribute to an eligible employee's health savings account. The District will make a contribution of \$1,200 for a single insurance plan and \$2,400 for a family insurance plan. The employee may make contributions of their own. The total contribution to a health savings account is capped at a maximum set by the Internal Revenue Service (IRS). Please note that the District contribution to the employee health savings account is determined by whether the employee is full-time or part-time. A part-time employee will receive a-prorated amount.

3. **HEALTH INSURANCE –MEDICAL BENEFIT CREDIT**

Employees who are eligible to participate in the District's health insurance plan, and who voluntarily waive coverage for the school year, are eligible to receive a \$4,000 benefit credit in lieu of health insurance (prorated for the employee's work schedule, based on an 8-hour day). The payment will be made via payroll no later than July 5th of the school year for which coverage was waived, and the payment will be subject to normal income taxes. If for any reason the employee does not complete the full school year of employment, or the employee elects to participate in the medical benefit credit option after October 1st of the school year, the contribution will not be provided by the District at the end of that school year. An employee who is covered by another employee's District-provided health insurance plan is eligible for a \$2,000 medical benefit credit payment.

By opting for the medical benefit credit payment, employees acknowledge that they fully understand the implications of waiving medical coverage and recognize that they will not have another opportunity to enroll in the plan until the annual open enrollment period, unless the employee experiences a qualifying event as defined by the company's health plan documents. Employees who decline coverage for themselves or their dependents (including spouse) because of other medical coverage may in the future be able to enroll themselves or their dependents in this plan, provided that they request enrollment within 30 days after the other coverage ends. In addition, if an employee has a new dependent as a result of marriage, birth, adoption, or placement for adoption, they may be able to enroll themselves and their dependents in the District's health insurance plan provided that they request enrollment within 30 days after marriage, birth, adoption, or placement for adoption.

Employees who opt for the medical benefit credit payment must have medical insurance coverage from another source and cannot go without medical insurance. As proof of alternate medical insurance, employees must provide a copy of their group medical insurance ID card to the District Office with their completed Medical Benefit Waiver Form indicating they are covered under another group health program as a spouse or dependent. Payment of medical benefit credit will not be made until such proof has been provided. Marketplace insurance does not qualify as alternative medical coverage per Affordable Care Act (ACA) guidelines, and such coverage will disqualify the employee from receiving the \$4,000 benefit credit.

4. **DENTAL INSURANCE** - The Board will provide dental insurance to eligible employees. Eligibility is available to employees scheduled to work 30 or more hours per week. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contributions are based on the number of months worked in the District's fiscal year:

Tier 1: Clubhouse staff are assigned to work 12 months per year and therefore will pay 12% of the premium.

If premiums are increased because of additional coverage or industry experience after the initial rates are received, employees shall pay the increased costs.

5. **VISION INSURANCE** – The District will provide vision insurance to eligible employees as an employee paid option. Eligibility is available to employees scheduled to work thirty (30) hours or more per week.
6. **DISABILITY INSURANCE** - Eligibility for long-term or short-term disability insurance is available to employees scheduled to work thirty (30) or more hours per week. The Board will provide long-term disability insurance to eligible employees. Short-term disability insurance is available to eligible employees as an employee-paid option.
7. **LIFE INSURANCE** - The District will pay 40% of the premium for eligible employees. Eligibility is available to employees scheduled to work thirty (30) hours or more per week. Plans to provide additional life insurance are also available at employee cost.
8. **LIABILITY INSURANCE** – The District will pay the full cost of employee liability insurance. *Ref: SDA § 780*

9. **WORKER'S COMPENSATION COVERAGE** - All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the district office and building administrator prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor and the Payroll & Benefits Specialist within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The Payroll & Benefits Specialist will assist the employee in filling out a Worker's Compensation Form if necessary.

If any employee is injured while performing duties for the District, the District shall continue to provide worker's compensation insurance, and the employee will be compensated in the following manner:

- A. The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.
- B. The District shall pay the employee the difference between the Worker's Compensation payment prescribed by law and the regular salary, to the extent and until such time as such employee has used up his/her accumulated Personal Leave Time. Personal Leave Time deductions shall be prorated so as to agree with the portion of the daily rate paid by the District. Any loss of time under which an employee is eligible for Worker's Compensation Insurance and Personal Leave Time, shall not be compensated by the two claims at a rate greater than the employee's actual daily earnings. Any amounts greater than this daily rate received by the individual shall be reported promptly to be considered for payment.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

- A. Injuries because of a self-inflicted wound
- B. Injuries sustained because of an employee's horseplay.
- C. Injuries sustained while an employee does an activity of a strictly private nature.

REIMBURSEMENT FOR LICENSES, CERTIFICATIONS AND TRAININGS

Clubhouse employees may be required to attend approved workshops or training in their field of work. If compensation for training time is to be provided, it may be in the form of wages or in professional development hours (PDHs).

RETIREMENT OR SEPARATION OF EMPLOYMENT - PERSONAL LEAVE TIME (PLT) PAYOUT

Clubhouse staff who are at least age 55 with at least ten (10) years of service to the District shall be eligible for retirement. Clubhouse Childcare retirees will be paid \$90 per day (one day equals 8 hours of PLT) for each day of accumulated personal leave time (PLT) at the time of retirement.

PLT hours may not be used in conjunction with an impending retirement or separation of employment except when PLT is needed for a certified medical reason. Employees planning to retire shall inform the District at least forty (40) workdays prior to the planned date of retirement. The PLT payout will be paid through payroll and issued to the retiree within thirty (30) days following the date the retirement becomes effective.

In the case of a separation of employment due to a resignation or termination, the employee will forfeit their PLT hours.

WISCONSIN RETIREMENT SYSTEM

Employee Contribution: Once eligible for coverage under WRS, coverage is mandatory, and an employee may not "opt out" of WRS. Employers and employees are each required to pay "one-half of the actuarially required contributions." Employee contributions are pre-tax.

LEAVES & ABSENCES

PAID TIME OFF VALUE

"Paid time off" refers to PLT, Vacation, Bereavement/Emergency Leave, and paid holidays.

Paid time off allocations and deductions are based on average daily hours worked during the five-day work week. In other words, paid time off is calculated using this formula:

$$\text{Total Hours Worked per Week} \div 5 \text{ Days per Week} = \text{Average Daily Hours Worked}$$
$$\text{Average Daily Hours Worked} = \text{Paid Time Off Value}$$

Employees will find their schedule and their Paid Time Off Value on their Letter of Appointment.

For example:

SUPPORT STAFF LETTER OF APPOINTMENT		
Effective Date:	July 01, 2025	
Employee Name:	MOUSE, MINNIE	
This Support Staff Letter of Appointment outlines the specifics of your employment with the School District of Amery for the 2025-2026 school year. The details of your anticipated assignment are as follows:		
Position: Clubhouse Lead Teacher		
Hours: 40 hours per week	Salary Schedule Level:	Level A
Weekly Schedule: 10 hours per day – M, T, W, Th	Hourly Wage:	\$15.75
Annual Schedule: 12 months	Differential:	\$0.75
Paid Time Off Value: 8 hours	Total Hourly Wage:	\$16.50
<small>* The number of hours allocated and deducted for a day of paid time off (PLT, Vacation, Bereavement/Emergency, Holiday)</small>		

An employee’s Paid Time Off Value is used when allocating or deducting time off. See each type of leave for more information.

PERSONAL LEAVE TIME (PLT)

Personal Leave Time is to be used for any issues that require an employee to be absent on a scheduled workday.

Earning PLT

Each employee will start the year with the balance of PLT remaining from the previous year (see Conversion of PLT Days to Hours below). Upon completion of each month worked, an employee will earn the number of hours listed as their Paid Time Off Value on their Letter of Appointment.

For example:

<i>Total hours worked per week</i>	<i>Average hours worked per day based on 5-day week</i>	<i>PLT hours earned after each month worked</i>
20	4 hours	4 hours
24	4.8 hours	4.8 hours
29.75	5.95 hours	5.95 hours
30	6 hours	6 hours
40	8 hours	8 hours

Handbook language will determine how staff are paid for their PLT hours in retirement. An employee who resigns their position or is terminated will forfeit their PLT hours.

Using PLT

Employees will request PLT in Skyward using increments of hours. Only PLT requests equivalent to a half day or a full day based on that day’s scheduled hours will be allowed.

For example, an employee who is scheduled to work 10 hours on a given day will take 5 hours of PLT for a half-day or 10 hours of time off for a full day. An employee scheduled to work 8 hours on a given day will take 4 hours of PLT for a half-day or 8 hours of time off for a full day.

One-Time Conversion of PLT Days to Hours

There will be a one-time conversion of banked PLT from days to hours effective July 1, 2025. Days will be converted based on how many hours the earned day was worth at the time it was earned.

For example, Employee A has three days in their PLT bank. This employee works four 10-hour days and so their PLT days had a value of 10 hours at the time they were earned under the previous time off guidelines. As a result, their current three days of PLT have a value of 30 hours (3 days x 10 hours). Therefore, Employee A will start with 30 PLT hours on July 1, 2025.

Employee B has three days in their PLT bank on July 1, 2025. This employee works five 8-hour days and so their PLT days will continue to have a value of 8 hours each. Therefore, Employee B will start with 24 PLT hours (3 days x 8 hours) on July 1, 2025.

PDH Trades

Clubhouse staff may trade their earned professional development hours (PDHs) for up to two (2) additional days of PLT per school year. Staff who are scheduled to work 7 or more hours average per day can trade twenty (20) PDHs for one day of PLT; or trade ten (10) PDHs for one-half (.5) day of PLT. Staff who are scheduled to work less than 7 hours per day may have a prorated amount of PDHs required for a trade day – contact the District Office for more information.

The value of a PLT day earned through a PDH trade is equal to the number of hours listed for the Paid Time Off Value on the employee’s Letter of Appointment.

PDHs required for a PDH trade must be already earned at the time the request for leave is submitted; staff may not request a PDH trade using PDHs they plan to earn in the future.

The district administrator has the right to approve or deny all requests for PDH trade days.

VACATION

Earning Vacation

Clubhouse employees scheduled to work 40 hours per week on their Letter of Appointment will accrue vacation per the chart below. Vacation hours will be credited to an employee’s Skyward account annually on their anniversary date.

Number of Full Years Worked	Vacation hours for 12-month Employees
1 Year	40 hours
2 Years	80 hours
5 Years	96 hours
10 Years	104 hours
12 Years	120 hours
15 Years	136 hours
20 Years	160 hours

Vacation time shall be credited based on the total number of years of District experience in an eleven (11) or twelve (12) month 40-hour position in all departments combined.

Using Vacation

Employees will request vacation in Skyward using increments of hours. Only vacation requests equivalent to a half day or a full day based on that day’s scheduled hours will be allowed.

All vacation requests must be submitted via Skyward a minimum of seven (7) days prior to the date of the vacation, to the employee’s immediate supervisor or the District Administrator for approval or denial. The District may change vacation requests if it determines that the needs of the District cannot be met without the employee’s presence. Vacation hours must be used within one year of earning them.

An employee who resigns or retires from their position will be paid for their accrued vacation hours at their current rate of pay. Accrued vacation hours will be paid out through payroll within thirty (30) days following separation from employment. An employee who is terminated will forfeit their vacation hours.

BEREAVEMENT/EMERGENCY LEAVE

Earning Bereavement/Emergency Leave

Clubhouse staff will be given an allocation of paid bereavement/emergency leave hours annually on July 1st which can be used to attend to an emergency or a death in the family. Employees will receive three times the number of hours listed as the Paid Time Off Value on their Letter of Appointment.

For example, if an employee works 40 hours per week, their Letter of Appointment will list their Paid Time Off Value as 8 hours. Therefore, the employee will receive 3 x 8 hours = 24 hours of bereavement/emergency leave per year.

Total Hours Worked Per Week	Paid Time Off Value Average hours worked per day based on 5-day week	Bereavement/ Emergency Hours Per Year
20	4 hours	12 hours
24	4.8 hours	14.4 hours
29.75	5.95 hours	17.85 hours
30	6 hours	18 hours
40	8 hours	24 hours

The number of bereavement/emergency leave hours for an employee hired after July 1st may be prorated for that year.

Using Bereavement/Emergency Leave

Employees will request bereavement/emergency leave in Skyward using increments of hours. Only leave requests equivalent to a half day or a full day based on that day’s scheduled hours will be allowed.

Bereavement leave hours may be used for the death of an immediate family member of you or your spouse or domestic partner. Immediate family members include spouse, domestic partner, parent, grandparent, aunt, uncle, niece, nephew, child, brother, sister, grandchild, step-relatives and in-laws. Staff wishing to attend the funeral of someone other than an immediate family member must use PLT or vacation for their absence.

Emergency leave hours may be used for unforeseen circumstances that require the employee’s immediate attention.

When an employee’s Paid Time Off Value is not enough to cover their scheduled hours for a given day of bereavement/emergency leave, the employee may take the remaining hours unpaid, or they may opt to supplement the paid time off with PLT or vacation hours to avoid a loss of wages.

For example, an employee works four 10-hour shifts with a paid time off value of 8 hours and therefore received 8 hours of bereavement/emergency leave to attend a family funeral. If the employee was scheduled to work 10 hours on that date, they may do nothing and take 2 hours unpaid, or they may opt to submit 2 hours of PLT or vacation in Skyward to be paid for their full 10-hour shift.

Bereavement/emergency leave hours do not carry over or accumulate from year to year. An employee who resigns their position or is terminated will forfeit their bereavement/emergency leave hours.

REQUESTS FOR LEAVE

Requests for leave of any type must be submitted in Skyward for supervisor approval. All vacation requests must be submitted via Skyward a minimum of seven (7) days prior to the date of the vacation. Whenever possible, PLT and bereavement/emergency leave requests should be submitted in advance of the absence. In the event of an unplanned absence, the time off request should be submitted immediately upon the employee’s return to work.

LEAVE WITHOUT PAY

Employees who have depleted their PLT, vacation, and bereavement/emergency hours and do not come to work will not be paid during their period of absence. Further, these employees are in breach of their Letter of Appointment and, as such, are subject to reprimand and termination unless formally granted excused leave without pay through the district.

- | | |
|---|---|
| 1 st day of unapproved leave without pay | Docked pay for hours missed and given a verbal reprimand |
| 2 nd day of unapproved leave without pay | Docked pay for hours missed and given a written reprimand |
| 3 rd day of unapproved leave without pay | Staff member is terminated |

HOLIDAYS

Clubhouse staff are 12-month employees, and as such, are eligible for the following paid holidays: New Year’s Eve Day, New Year’s Day, Memorial Day, Good Friday, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day.

Hours of holiday pay for each holiday will be equal to Paid Time Off Value listed on the employee’s Letter of Appointment.

For example:

Total Hours Worked Per Week	Paid Time Off Value Average hours worked per day based on 5-day week	Paid Hours for Each holiday
20	4 hours	4 hours
24	4.8 hours	4.8 hours
29.75	5.95 hours	5.95 hours
30	6 hours	6 hours
40	8 hours	8 hours

If the listed holidays fall on a day when the employee is not regularly scheduled to work, including Saturday or Sunday, the holidays shall be celebrated on the prior Friday, the following Monday, or as determined by the District Administrator.

If a payroll date falls on a weekend or a holiday, paychecks will be deposited on the workday prior to the weekend or holiday. All work performed on a holiday or Sunday will be paid at the rate of time and one-half.

When an employee’s Paid Time Off Value is not enough to cover their scheduled hours for a given holiday, the employee may take the remaining hours unpaid, or they may opt to supplement the paid time off with PLT or vacation hours to avoid a loss of wages.

For example, an employee works four 10-hour shifts with a paid time off value of 8 hours and therefore received 8 hours of holiday pay for Labor Day. If the employee was scheduled to work 10 hours on that date, they may do nothing and take 2 hours unpaid, or they may opt to submit 2 hours of PLT or vacation in Skyward to be paid for their full 10-hour shift.

FMLA – FAMILY/MEDICAL/MILITARY LEAVE

The Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide certain employees with up to 12 weeks of unpaid, job-protected leave per year. They also require that employee group health benefits be maintained during the leave. The District will abide by all current FMLA and WFMLA rules in place.

Eligibility:

- Federal: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours of service over the previous 12 months.
- State: Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks, for a minimum of 1,000 paid hours.

Basic Leave Entitlements - Family & Medical

- Federal: Up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
 - For incapacity due to pregnancy, prenatal medical care or childbirth;
 - To care for the employee's child after birth, or placement for adoption or foster care;
 - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - For a serious health condition that makes the employee unable to perform the employee's job.
- State: On a calendar year basis, the following unpaid, job-protected leave is available:
 - Up to 6 weeks per 12-month period for the birth or adoption of a child;
 - Up to 2 weeks per 12-month period to care for a child, spouse, parent or parent-in-law, domestic partner or domestic partner's parent who has a serious health condition;
 - Up to 2 weeks per 12-month period for the employee's serious health condition

Basic Leave Entitlements - Military

- Federal: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status may use their 12-week leave entitlement to address certain "qualifying exigencies".
 - Eligible employees may take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

Any employee who is interested in taking FMLA leave should contact the District Office for further information about your rights and responsibilities under these laws.

JURY & COURT DUTY

Jury Duty is non-accumulative paid leave for as much time as is required for an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee’s work hours. No paid leave will be provided for jury duty that occurs outside of the employee’s regular work hours or workdays. An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. If an employee is not chosen as a juror or if the case is settled midday, the employee is

expected to notify their supervisor and then return to work for the remainder of the day. An employee who is unable to report for all or part of a workday due to jury duty will be paid their regular wage for the hours missed.

The employee will provide the stipend received from serving on the jury to the District Administrator and/or his/her designee and will keep any travel expenses received. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty during his/her employment with the District will not be deducted from any paid leave time the employee has earned or will earn in the future.

SCHOOL/CLUBHOUSE CLOSINGS

Clubhouse employees are not expected to report to work when the district and childcare are closed unexpectedly (i.e. inclement weather). Employees may use PLT or vacation hours for these days if the days will not be made up at a later date and therefore would result in lost wages.

EMERGENCY CONDITIONS

In conjunction with local health and/or public safety authorities, the School District of Amery may decide to close a work site or take other emergency measures to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, the School District of Amery may authorize paid leave status for employees.

WORKDAY APPOINTMENTS

Employees must use a full or half day of PLT or vacation hours when they are not able to be at work due to an appointment. However, if an employee has an appointment that is thirty (30) minutes or less in length, they may check out to conduct the appointment and work thirty (30) minutes less that shift. With supervisor approval, employees are also allowed to combine this 30-minute timeframe with their 30-minute, duty-free lunch period to conduct an hour-long appointment without having to use PLT or vacation hours. All leave requests for appointments during the workday must be approved by the employee's supervisor.

LEAVE OF ABSENCE

An unpaid leave of absence that may be needed outside of established FMLA/WFMLA guidelines and procedures may be granted for the current school year with no guarantee of re-employment. A request for a leave of absence must be approved by the district administrator. A leave of absence requires the employee to use their PLT or vacation hours for some or all days of their leave of absence. Requests for unpaid leaves of absence shall be made in writing to the District Administrator who may take the request to the Board of Education for consideration. Requests denied by the District Administrator may be brought to the Board of Education for consideration. Requests to extend a leave of absence into the following school year must be submitted in writing to the District Administrator who may take the request to the Board of Education for consideration.

EMPLOYEE ABSENCE AND SUBSTITUTES

When a Clubhouse employee will be absent, it is the responsibility of the employee to notify their supervisor promptly. If possible, such notification should be made the evening prior to the time of absence, or before 5:00 a.m. This will allow time for the supervisor to adjust the schedule and staffing as needed.

LEAVE RECORDS

Employees may access their leave records via the Skyward Employee Access (ERMA) link on the District website.

Approved: June 23, 2025