



HUMAN RESOURCE SERVICES

MEMO TO: Superintendents, Managers and Supervisors

FROM: Beth Strong

SUBJECT: INCOME AVERAGING SELF-FUNDED LEAVE

DATE: 2006 April 5

In the recently ratified AAPSP (Association of Administrative, Professional and Support Personnel) agreement, the parties agreed to a new form of leave of absence as outlined below:

Income Averaging Self-Funded leave shall afford an Employee the opportunity to enter into an agreement with the Employer to take up to two (2) weeks of leave without pay, during a twelve (12) month period while continuing to receive salary. The salary that an employee would have received during the period, minus the leave days without pay, is spread out or averaged over the full twelve (12) month period beginning July 1. Scheduling of the leave is subject to the mutual agreement of the Supervisor and the Employee.

Please note the following considerations when requesting this type of leave:

1. Only one period of leave per year may be scheduled under this provision and the leave period may vary from one to ten consecutive days.
2. The leave period may be scheduled between July 1 and June 30.
2. The leave is subject to the agreement of the Supervisor (based upon operational and scheduling considerations) and approval and processing by Human Resource Services.
3. In order to permit appropriate payroll processing, requests for leave under this plan must be submitted in writing (or by e-mail) to the attention of Beth Strong following agreement with the Supervisor by **2006 May 19**.
4. The adjusted salary will be paid commencing 2006 July 1 and ending 2007 June 30.

If further information or clarification is required please contact me directly.

Beth Strong
Manager, Human Resource Services