

# Culpeper County Public Schools Employee Benefits

## **Sick Leave Policy**

Sick leave is that leave earned by all full-time employees which may be used in the event of illness, illness in the family, or death in the family. Ten month employees accrue ten (10) days of sick leave per year. Employees eligible for sick leave are permitted unlimited accumulation of sick leave.

## **Sick Leave Bank**

Employees may participate in an approved sick leave bank provided they meet the requirements described in regulations approved by the School Board.

## **Personal Leave Policy**

Each full-time employee is entitled to two (2) days per year of personal leave. Unused leave may be accumulated to five (5) days. Unused personal leave accumulated over five (5) days will convert to sick leave days on a one (1) day for (1) one day basis.

## **Funeral Leave Policy**

Employees may be absent without loss of pay and without sick leave deduction in the case of a mother, father, husband, wife, child, brother, or sister or spouse's immediate family for a period not to exceed three (3) days per occurrence. Additional days and all other funerals shall be charged to sick leave or personal leave at the discretion of the employee.

## **Annual Leave Policy (Vacation Days) - 12 MONTH EMPLOYEES ONLY**

Employees eligible for annual leave are permitted to accumulate unused annual leave per School Board policy.

*All 12-month employees are eligible to earn annual leave in the following manner.*

*Length of Employment*

<i>in a 12-Month Position</i>	<i>Days Earned Annually</i>	<i>Maximum Roll Over</i>
<i>0-5 Years</i>	<i>12 Days</i>	<i>24 Days</i>
<i>6-10 Years</i>	<i>15 Days</i>	<i>30 Days</i>
<i>11-15 Years</i>	<i>18 Days</i>	<i>36 Days</i>
<i>16+ Years</i>	<i>21 Days</i>	<i>42 Days</i>

*Because additional annual leave is earned as of July 1 (on a monthly basis) of each year, as indicated above, the total annual leave days available in any one school year will be as follows.*

<i>Length of Employment</i>	<i>Maximum Available in One Year</i>
<i>0-5 years</i>	<i>36 Days</i>
<i>6-10 years</i>	<i>45 Days</i>
<i>11-15 years</i>	<i>54 Days</i>
<i>16+ years</i>	<i>63 Days</i>

*Annual leave may be used with prior approval by the employee's immediate supervisor in increments of half or whole days by completing Form GCBD/GDBD-E1. For persons transferring to a 12-month position from a lesser contract within Culpeper County Public Schools, or for persons newly hired to Culpeper County Public Schools who have held a similar position, 50 percent of the prior years of service will be credited toward earned annual leave.*

### **Virginia Retirement System**

Culpeper County Public Schools pays 100% toward VRS, which included retirement benefits, disability retirement benefits, and life insurance benefits.

### **Virginia Retirement System – Optional Life Insurance**

An optional life insurance policy can be purchased by employees at reasonable rates

## ***Other Optional Benefits:***

### **Section 125 Cafeteria Plan Flexible Spending Accounts (FSAs)**

An FSA allows you to redirect a portion of your salary to provide reimbursement for unreimbursed medical expenses (Annual Plan Limit = \$2500) and Dependent Care expenses (Calendar Year Annual Plan Limit: = \$5000) . Your taxable income will be calculated after the elected amounts for the FSA's are deducted from your salary thereby saving you FICA, state and federal taxes on the elected amount!

### **Medical and Dental Insurance**

Anthem Health Insurance and Delta Dental insurance coverage ***is not*** automatic. Enrollment applications must be completed and returned to Human Resources.

### **AFLAC (Cancer policy, Short Term Disability, Hospital Intensive Care Policy, Accident Policy)**

These policies are available to all full-time employees. Contact Human Resources for representative information.

### **Tax Sheltered Annuities**

Representatives from the active annuity companies will be visiting your school. Check with your school's office for visitation schedules. .

### **Northern Piedmont Federal Credit Union**

Payroll deduction is available for savings, checking, loan payments through the Credit Union. Direct deposit is also available to the Credit Union.

### **Professional Dues**

Professional Association membership information is available from your school's representative.