Florence District Three

Personnel Report

Recognitions

November 3-7, 2025 National School Psychologist Week

> November 11, 2025 Veterans Day

November 19, 2025 Educational Support Staff Appreciation Day

> November 21, 2025 Substitute Appreciation Day

MEET THE TEAM!

Meet the School Psychologist team - During National School Psychology Week, we honor our School Psychologists—the calm, caring guides who make a difference every single day. Your dedication to collaborating with educators and families helps create supportive, thriving school communities where every student can succeed.





Fannie Mason

Richard Rutenberg

Not Pictured

Diana DeCamps

School Psychologist

Jennifer McIntosh

School Psychologist

SCHOOL PSYCHOLOGIST WEEK NOVEMBER 3-7, 2025

FLORENCE SCHOOL DISTRICT THREE

HONORING THOSE WHO CONTINUE TO SERVE

Today, we honor the brave men and women among our staff who once served our country and now serve our students. Your dedication, integrity, and commitment to excellence continues to make a lasting impact—both in and out of uniform.

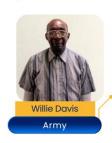
We are proud to have you as part of our Florence Three family.











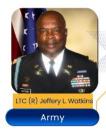


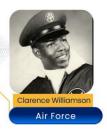


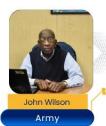
















VETERANS DAY NOVEMBER 11, 2025





Meet the champions who help our students thrive—academically, socially, and emotionally. Our Student Support Team works tirelessly to remove barriers, build confidence, and ensure every student has what they need to succeed





























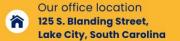








EDUCATIONAL SUPPORT STAFF APPRECIATION DAY NOVEMBER 19, 2025









Application launching

Your dream job is waiting!

Sign up for Florence District Three's job alerts and be the first to know about exciting opportunities, amazing benefits, and a community that supports your growth.

Don't miss out — stay connected!



#Florence3.0 #NowHiring #JoinFSD3







Job Alerts

Certified Positions

Classified Positions

Administrative Postions

Florence District Three

Sick Leave Bank Program Policy

A staff member wishing to donate sick leave days to another district staff member will complete this form and submit it to the district office. The staff member requesting to receive will be responsible for providing any required statement of need by a licensed physician.

Name:	Location:
Receiving Staff Member:	# of sick days I wish to donate:
Note: Donations are only permitted for emplo The superintendent or designee has sole author	yees on medical leave. Unused days will be returned per district policy. rity to approve or deny requests.
As a staff member choosing to donate le ollowing:	ave under this program, I acknowledge and agree to the
☐ I will donate no fewer than 10 days ☐ I will not donate more than 40 days ☐ My sick or annual leave balance wi ☐ I understand that any unused donate in, first out) and by the number of d	in a single school year. Il not be reduced below 10 days by my donation. Id leave will be returned to donors in the order of donation (last lays donated (fewest first). of my own free will, without any pressure or coercion.
Donating Staff member's signature	Date
leave earning position. The receiving staff member has be suffers from a certified illness, injured the receiving staff member's immer pregnancy or related condition. The receiving staff member's need licensed physician (as attached).	een employed with the district for three consecutive years in a sen employed with the district for three consecutive years and y, impairment, or pregnancy or related condition. diate family suffers from a certified illness, injury, impairment or a for the absence and use of sick leave are certified by a supplied with the district's policies governing the use of sick leave.
Signature	Date
TO BE COMPLETED BY FINANCE - The donating staff member's () sick leave balance will not nal Leave Balance Vacation Leave Balance has exhausted his/her accumulated
ADDDOVAL (DENIAL	
APPROVAL/DENIAL The staff member to whom sick leave d	ays are to be donated □ is eligible □ is not eligible to

receive the days based on the Sick Leave Bank Program criteria.

Request For Use of Days from Sick Leave Bank

Vame	"	Location:			
The su	nformation will be held in confidence and will uperintendent or his/her designee will have sol aff members will be notified in writing of the de	e discretion to approve or deny			
	Note: The receiving staff member may only re	ceive a total of 90 days per sch	ool year.		
1.	Have you used days from the sick leave bank a. If yes, how many days? b. When were these days used? c. Does the illness or injury prompting to bank days? Yes	this request relate to your previo			
2. How many days are you requesting from the sick leave bank? a. When was (or will be) your last available day of paid leave?					
me	Physicia I requests to draw from the sick leave bank musedical leave and be accompanied by a statem quired by the specific illness or disability. The requested leave is considered medically. The requested leave is not considered medically.	nent from the physician's offic y urgent.			
Ph	nysician's Signature:	Date	e: <u>-</u>		
hich th dersta isrepr	ing below, I agree to release any information re his request is being made. I authorize my physic and I will be liable for reimbursement of all sal esentation of facts.	ian to release any information ary and benefits expended by t	relating to my request. I he sick leave bank for any material		
S	Staff Member's Signature:	Date	: .		
	Admi	inistrative Use OnlyRequest Denied (explan	ation below)		
□ T a	The staff member has not been employed with The medical documentation provided does not a certified illness, injury, impairment, or pregnative employee has returned to work.	support that the employee or hi			

Florence District Three

Staff Vacations & Holidays



SUPPORT STAFF VACATIONS AND HOLIDAYS

Code GDD Issued 3/21/2024 Latest Revision at st Review

School-Year Personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional support staff members emproyed on a school-year

Vacation Leave

Each full-time, 12-month staff member is entitled to 10 days of vacation leave with pay. An individual must be employed with the district 12 consecutive months to be eligible to use earned vacation leave. Vacation leave will be awarded on the anniversary date of the staff member's initial employment. This leave will be prorated based on the fiscal year.

Vacation leave will be awarded on July 1st but prorated if a staff member does not complete their contractual obligation to the district for that fiscal year. Leave taken in excess of the accrued pro rata rate will be deducted from the staff member's paycheck.

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Vacation days may be taken as accumulated, subject to the approval of the immediate supervisor. Any accrued vacation must be taken within the fiscal year, unless a formal request is submitted to the Superintendent for possible approval. When a staff member wishes to take vacation he/she must secure the approval of his/her supervisor at least 10 days in advance. Vacation should be arranged as far in advance. Vacation should be arranged as far in advance as possible so as not to disrupt the continuity of the educational process.

Any accumulated vacation will be lost at the termination of employment unless a formal request is submitted to the Superintendent for possible approval.

Administrators Year-Round Personnel

Administrative support staff member employed on a full-year basis (52 weeks) and year-round instructional support staff will receive vacations and holidays as follows

District administrative support staff employed on a 240-day basis are entitled to two weeks, 10 working days, of vacation exclusive of school holidays. Vacation accrual for service in the district of full-time staff will be as follows:

- after three years 12 days
- after five years 13 days
- after seven years 14 days
- after ten years 15 days

Vacation days may be taken as accumulated, subject to the approval of the immediate supervisor. Any accrued vacation must be taken within the fiscal year, unless a formal request is submitted to the Superintendent for possible approval. Vacation days may not be accumulated beyond 45 days (state maximum for carryover). When a staff member wishes to take vacation, he/she must secure the approval of his/her supervisor at least 15 10 days in advance. Vacation should be arranged as far in advance as possible so as not to disrupt the continuity of the educational process.

Any accumulated vacation will be lost at the termination of employment unless other specific arrangements are agreed upon in writing unless a formal request is submitted to the Superintendent for possible approval. Upon retirement from the district, a staff member will be compensated up to 45 days of accrued vacation.

New Year's Day (January 1st) Martin Luther King Day

Independence Day (July 4th)

General Election Day (even numbered years) (first Tuesday in November)

Thanksgiving Day (fourth Thursday in November)

Christmas (two days - December 24th and 25th)

Administrative staff and district office staff who are 12 month employees will observe the school calendar holidays.

I. PURPOSE

To establish consistent procedures for awarding and administering vacation leave for 240-day professional staff members in accordance with Board Policy GCD, *Professional Staff Vacations and Holidays*.

II. ELIGIBILITY

- A. 240-day professional staff members who worked at least one hundred ninety-two (192) days, or eighty percent (80%) of their contracted days, during the preceding school year shall be eligible to receive vacation leave for the upcoming contract year.
- B. Staff members who worked fewer than one hundred ninety-two (192) days in the preceding school year shall not be eligible for vacation leave.

III. ENTITLEMENT

- A. A maximum of ten (10) vacation days will be awarded to employees who worked the full 240-day term in the previous school year.
- B. Vacation leave shall be awarded annually at the beginning of each contract year and prorated based on the number of days worked in the previous school year, as shown in Section IV.

IV. PRORATED VACATION SCALE

Days Worked in Previous Year	Vacation Days Awarded
240-234	10 Days
233-227	9 Days
226-220	8 Days
219-213	7 Days
212-206	6 Days
205-199	5 Days
198-192	4 Days
Below 192	0 Days

VACATION LEAVE FOR 240-DAY PROFESSIONAL STAFF

Code GCD-R

V. USE OF VACATION LEAVE

- A. Vacation leave must be scheduled in advance and approved by the employee's immediate supervisor.
- B. Approval of vacation leave is subject to district operational needs and may be adjusted or denied to ensure continuity of services.

Code GDD-R

I. PURPOSE

To establish consistent procedures for awarding and administering vacation leave for 240-day professional staff members in accordance with Board Policy GDD, *Support Staff Vacations and Holidays*.

II. ELIGIBILITY

- A. 240-day support staff members who worked at least one hundred ninety-two (192) days, or eighty percent (80%) of their contracted days, during the preceding school year shall be eligible to receive vacation leave for the upcoming contract year.
- B. Staff members who worked fewer than one hundred ninety-two (192) days in the preceding school year shall not be eligible for vacation leave.

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SUPPORT STAFFF VACATIONS AND HOLIDAYS

Code GDD-R

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