

LEAVE OF ABSENCE BENEFITS – CLASSIFIED PERSONNEL

All leave is **PRORATED** when starting after the beginning of the school year and after the 30-day initial probation period.

All leave needs to be entered promptly into Skyward and Frontline if requesting a sub.

SICK LEAVE BENEFITS

Sick leave benefits shall be three (3) days per year plus one day per contract month. Sick days are converted to hours based on employee work agreement. Minimum time allowed per request is 30 minutes, additional time can be added in 15-minute increments.

Sick leave is paid leave for illness or injury of a disabling nature to the employee, spouse, children and grandchildren of any age or to parents of the employee.

Unused sick leave is cumulative without limit.

PERSONAL LEAVE BENEFITS

Four (4) days each year of sick leave may be used for personal matters of the employee. Personal days are converted to hours based on employee work agreement. Minimum time allowed per request is 30 minutes, additional time can be added in 15-minute increments.

Except in emergency situations, the employee should give advance notice of at least two days to their principal or supervisor.

Unused personal leave is not accumulative but will remain in the employees accumulated sick leave balance.

Once all four personal days have been used, the employee may request to use a sick day as a personal day, only receiving this exception twice per year when an event/situation arises.

Requests for additional personal leave should be submitted in advance to the employee's principal or supervisor using the **Additional Personal Leave Requisition** form available in the Skyward Special Leave Request tile. It must also be entered in Frontline if requesting a sub. The request must include the specific reason for the personal leave. The approval/denial decision will be made by both the building principal and the Superintendent. Except for unforeseen events, the employee should make the request one week in advance.

VACATION BENEFITS

12-month employees are eligible for this benefit.

Refer to employee handbook for information.

BUSINESS LEAVE BENEFITS

This leave should be requested using the Skyward "Special Leave Request" tile.

Employees may be granted two (2) days of paid business leave each year. Business leave is for legal or court related business only. It is not accumulative.

Requests for business leave should be submitted in advance to

the employee's principal or supervisor using the **Business Leave Requisition** form available in the Skyward Special Leave request tile. It must also be entered in Frontline if requesting a sub. The request must include the specific reason for the business leave. The approval/denial decision will be made by both the building principal and the Superintendent. Except for unforeseen events, the employee should make the request one week in advance.

JURY ACTS

and COURT APPEARANCES

This leave should be requested using the Skyward "Special Leave Request" tile.

Recognizing that jury service is the civic duty of every qualified citizen, full pay compensation will be made to employees while serving on jury duty.

Full compensation will also be made to the employee for court attendance as a witness under subpoena.

LEAVE for SERIOUS ILLNESS

or DEATH of RELATIVES

(Serious Illness cannot be used for yourself!)

This leave should be requested using the Skyward "Special Leave Request" tile.

Employees will be granted, per incident, up to five (5) days of leave with full salary in the event of death or serious illness of a close relative (mother, father, spouse, or child).

Serious Illness is defined as a life-threatening situation such as:

- inpatient or outpatient surgery under an anesthetic (day of surgery only).
- heart attack, stroke, and cancer in last stages.
- potential danger of immediate shut down of any life-giving system.

Serious illness leave is **NOT** to be used for doctor appointments or staying home with a sick relative, including a relative returning home from the hospital.

Classified employees may take five (5) additional days for serious illness or death of a close relative with a deduction of 2/3 regular pay.

Employees will be granted, per incident, up to three (3) days of leave with full salary in the event of death or serious illness of a (brother, sister, brother or sister-in-law, mother or father-in-law, son or daughter-in-law, grandparent or spouse's grandparent or grandchild).

Classified employees may take three (3) additional days for serious illness or death of a close relative with a deduction of 2/3 regular pay.

In the event of serious illness or death of a **distant relative** (aunt, uncle, cousin, etc.) **or friend**, employees may use up to three (3) days of their **sick leave**.

Classified employees may take five (5) additional days with a deduction of 2/3 regular pay.

Rockwell Administration Center

Ron Wilson, Superintendent