

PERSONNEL

Calculation of Leave

Classified Employees - Classified employees who regularly work twenty (20) hours or more per week for each month, shall be granted (1) sick day per month for each month of service in which he or she works the majority of that month. Full time classified employees are allowed three (3) personal days per school year. Sick leave for classified employees working less than (20) hours but more than (15) hours per week shall be granted (1/2) day per month for each month of service in which he or she works a majority of that month. The district, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

Certificated Employees - Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his/her individual employment contract. Full time certificated staff will be granted nine (9) sick days and three (3) personal days per school year. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” for purposes of sick leave shall mean the employee’s spouse and children residing in the employee’s household. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

Accumulation of unused leave

Employees may accumulate an unlimited number of days of unused sick leave. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system. Only five days can be accumulated for personal leave. Staff will be paid their certified daily rate for any unused personal time upon separation from the district up to five (5) days.

Returning staff members can elect to be compensated for their unused personal days at the end of the school year at a rate of \$75.00 per day if they choose not to use them.

Bereavement Leave

An employee who has a death in the immediate family shall be eligible for bereavement leave. NOTE: the immediate family shall be defined as husband, wife, son, daughter, mother, father, grandmother, grandfather, brother, sister, mother-in-law and father-in-law. The Superintendent shall have the authority to give bereavement leave for up to ten (10) days. Bereavement leave of greater than ten (10) days may be granted by approval by the approval of the Superintendent. Any leave that exceeds ten days shall be deducted from sick leave.

Personal and Emergency Leave

Teachers will be granted personal and emergency leave according to the terms of the current procedural agreement. Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the District, the leave approval will so state;
2. Leave will only be granted in units of half or full days.
3. Notice of at least one (1) week is required for any personal leave of less than one (1) week. Notice of one (1) month is required for any personal leave exceeding one (1) week.
4. The Superintendent, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick, annual leave, or any other District recognized leave. During any personal leave of greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

Legal Reference: 42 USC 2000e

I.C. § 33-1216 et seq.

I.C. § 33-1228

Equal Employment Opportunities

Sick and other leave

Severance allowance at retirement

Policy History:

Adopted on: 02/13/2012

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