

## Leave

1. All forms of leave entitlement established by law or district policy—such as sick leave, military leave, and Family and Medical Leave Act (FMLA) leave—shall be recognized if requested and approved.
2. It is each employee's obligation to notify the District of absence from work and to request the appropriate form of leave.
3. Verification of any relevant facts may be required as a condition of approval of any type of paid or unpaid leave.
4. The Superintendent or the Superintendent's delegate shall determine whether or not to approve any leave request.
5. FMLA entitles employees to 12 weeks of unpaid, job-protected leave per year to care for their children after birth, adoption, or placement in foster care; to care for their spouse, son or daughter, or parent with a serious health condition; "Parent" is the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or a daughter. This term does not include parents "in-law."

or while suffering from a serious health condition that makes the employee unable to perform the job. "Job-protected" means the employee has a right to be restored to the same or an equivalent job after the FMLA leave.

- a. All leave granted to any eligible employee for FMLA-eligible purposes, except absence covered by workers' compensation, shall be counted as FMLA leave until the 12-week entitlement is used— whether or not the employee specifically requests FMLA leave. After an employee is absent for 4 consecutive days "Eligible Employee" is an employee who has been employed by the District for at least twelve (12) months and for 1250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave. The 1250 hours include only those hours actually worked for the employer. Paid leave and unpaid leave, including FMLA leave, are not included.
- b. When an employee is absent for 4 consecutive days, they will be sent FMLA paperwork to complete and return to the District Central Office.
- c. Please contact district administration for full details and paperwork requirements related to FMLA. Medical certification shall be required. Reporting Requirements- During leave unless circumstances exist beyond the employee's control, the employee shall inform the

- district every two weeks during FMLA leave of their current status and intent to return to work.
- d. The “year” for FMLA purposes is July 1 of each calendar year through June 30 of the following calendar year.
  - e. The district will keep contributing its share of health insurance premiums each month that an employee is on FMLA leave, but the employee must also keep up the employee’s share of health insurance contributions in order to keep insurance in effect while the employee is not being paid.
  - f. Failure to Return to Work: In the event that an employee is unable or fails to return to work within FMLA’s leave timelines, the superintendent will make a determination at that time regarding the documented need for a severance of the employee’s contract due to the inability of the employee to fulfill the responsibilities and requirements of their contract
6. All employees earn sick leave with pay at the rate of one day per calendar month or major portion thereof that they work. A “day” of sick leave is the same length as an employee’s regular workday.
- a. Employees may be granted sick leave with pay for absence only due to personal illness or illness in the employee’s immediate family— defined as including spouse, children, parents, spouse’s parents, and any relative living in the employee’s household.
  - b. Sick leave may be granted in  $\frac{1}{2}$  -day increments, and 11:30 a.m. shall be considered the half-day point in a teacher’s workday.
  - c. If an employee is receiving Worker’s Compensation pay, they are not eligible to request payment for sick leave.
  - d. If an employee leaves employment for any reason before the end of the contract period, the district may deduct full compensation at the employee’s daily rate of pay for paid sick days used but not earned.
  - e. Employees may carry forward to subsequent years 90 earned and unused sick leave days.
  - f. Employees shall be compensated for the earned sick leave days they are not allowed to carry over.
7. All employees shall be granted a leave of absence with full pay for a maximum period of one year when they cannot work as a result of personal injury from an assault or other violent criminal act committed against the employee in the course of his or her employment.
- a. Such employees who suffer personal injury while intervening in student fights, restraining a student, or protecting a student from harm

shall be considered to be injured as a result of an assault or a criminal act.

- b. The leave of absence for personal injury from assault or a criminal act shall not be charged to the employee's sick leave.
8. All employees may be allowed 1 day per year at full pay for absence due to personal business, with prior approval by their supervisors.
9. All employees may be allowed 1 day per year at full pay for absence due to personal business of an emergency nature that can only be done during their workday.
10. All employees may be allowed bereavement leave up to 4 days per year at full pay for absence due to funeral attendance or necessary business related to the death of a person.
11. Noncertified employees working more than twenty (20) hours per week may take two (2) fifteen-minute (15 min.) breaks with pay during each regular workday. These employees shall schedule their regular break times with their supervisors' knowledge and approval.
12. After one year of continuous service, all employees contracted to work the major portion of 12 calendar months may take 10 days vacation leave with pay, with prior approval by the Superintendent. Up to 30 unused vacation days may be carried forward to subsequent years of employment. Accumulated unused vacation days may be purchased from an employee at the District's option to secure needed services.
13. Any employee summoned to jury duty or subpoenaed to appear in court shall be granted leave with pay and endorse all witness or appearance fee payments to the district.
14. If seeking or performing the duties of any elected or appointive governmental office interfere with or prevent performance of contractual duties, the employee shall be granted administrative leave without pay and allowed to seek public office or perform governmental duties.
15. The Superintendent may assign or permit absence from contracted duties with pay for district purposes—for example, conference attendance to represent the District.
16. Employees may request unpaid leave in situations not covered by other leave policies. For example, if FMLA leave is exhausted but the employee seeks additional job protection during recovery from an illness, the employee may request supplemental unpaid leave time. Unpaid leave is not an entitlement, and the Superintendent shall consider such requests in light of the needs of the District.
17. Absence without requested and approved leave shall result in loss of contracted compensation and may also result in disciplinary action,

including possible recommendation for suspension, termination,  
nonrenewal.