

ARTICLE XI. LEAVES

SECTION A. Application for Leave

1. For any leave which is not pre-approved, the employee shall notify the supervisor as soon as possible and shall verify the type of leave requested within three (3) working days of returning to the job.
2. Any denial of special or emergency leave can be appealed to the Director of Personnel.

SECTION B. Annual Leave

1. Annual leave shall be paid employees at their daily pay-rate for regularly paid scheduled hours. All year-round (260 work days per year) employees earn annual leave according to the following formula:

1-4 years (inclusive)	10 days
5-9 years (inclusive)	15 days
10 years	16 days
11 years	17 days
12 years	18 days
13 years	19 days
14-19 years (inclusive)	20 days
20 years	24 days

2. 260 day employees may allow annual leave to accumulate from year to year; however, no more than thirty (30) days may be carried over from one employment year to the next.
3. Upon resigning or retiring or other employment termination, employees will be paid their annual leave at their current rate of pay.
4. The leave year is determined by the school year, September 1 to August 31. To be eligible for a full year's service credit, an employee must have worked at least 90 days in a given school year, except that, all continuing employees who worked the 1980-81 school year, shall be given a full year's service credit for their first year of employment even if they worked less than 90 days.
5. All 260-day employees may take annual leave at times approved by their immediate Supervisor, except that no custodian may take vacation during the first five (5) working days after the school year is over or the first five (5) working days before the school year begins, and no more than two custodial employees may schedule vacation on the same school day.
6. If it is an administrative decision that a building be closed for unforeseen conditions, a twelve-month employee shall not be required to take annual leave nor be penalized in any way if the employee reports to work.

7. Requests for annual leave will be submitted in writing to the immediate supervisor a minimum of 48 hours in advance of the requested leave date. No request for annual leave during authorized leave times will be unreasonably denied.
8. Annual leave will be granted after three (3) months of employment. Annual leave shall be earned from the beginning date of employment.
9. Annual leave or emergency leave may be used by year-round employees for days when the District decides to close school because of snow or other emergency condition.
10. Employees scheduled to work 260 days per year, shall be given one additional day off under the same conditions as annual leave in calendar years with 261 work days, and shall be given two additional days off under the same conditions as annual leave in calendar years with 262 work days.

SECTION C. Sick Leave

1. One day of sick leave shall be earned for each month of paid work (e.g., 10 days for 10-month employees, 12 days for 12-month employees). For additional time worked during the summer (between school years), a “month of paid work” shall be defined as any calendar month an employee works a minimum of fifteen (15) days. Employees who are employed for additional time during the summer outside of their regular department (as defined in Article I Section A) will not use sick leave earned in another department, but may use the one or two days earned during the summer in that department. Employees who work additional time during the summer (between school years) in their own departments will be able to use any of their sick leave.
2. After five (5) consecutive days of personal illness, a doctor's or a practicing practitioner's written verification may be required within ten (10) working days by the Employer after the employee has returned to work.
3. Sick leave will be granted only for the employee's personal illness, medical, optical, or dental visits that cannot reasonably be scheduled outside working hours. Additionally, sick leave may be used to care for a child of the employee under the age of eighteen with a health condition that requires treatment or supervision, or for a spouse, parent, parent-in-law or grandparent who has a serious health condition or emergency condition in accordance with state law.
4. Sick leave buyout shall be provided by Board policy as allowed by law.
5. The District may request a doctor's verification of an employee's ability or inability to work at any time a pattern of conduct, that over a significant period, indicates the need for such medical assessment or a pattern of absenteeism (such as a pattern of repetitive Friday absences) over a period of two months. If a specific medical professional is chosen by the District, the cost of such assessment shall be paid by the District.
6. The Employer shall implement a leave sharing program on a case-by-case basis (not

pooled leave) in accordance with applicable state law and regulations. Each day transferred shall be valued on an hour-for-hour basis.

7. Two days of sick leave may be used for emergency purposes. The problem must be suddenly precipitated, must be of such a nature that pre-planning is not possible, or where pre-planning cannot relieve the necessity for the absence. The problem cannot be of minor importance or of mere convenience, but most serious.
8. Family Medical Leave will be administered in accordance with State and Federal Laws, including up to 12 weeks of leave for a serious health condition for a parent, spouse or child's serious health condition, or for parental leave.

SECTION D. Special Leave

1. Separate from an employee's personal sick leave, five (5) paid working days, in one contract year, of special leave for the serious health condition or death of a spouse, child, grandchild, parent, parent-in-law, sibling, sibling-in-law, uncle, aunt, niece, nephew, maternal and/or paternal grandparents and any person living in the immediate household. This is not to be cumulative. A doctor's verification of illness may be required for such leave.
2. As an exception to the above, special leave shall be allowed only for death of daughter-in-law or son-in-law.
3. A Serious Health Condition shall be interpreted in a manner consistent with the Federal Family and Medical Leave Act. See Appendix H.

SECTION E. Civic Duty Leave

The District shall grant leaves to employees for the days they are required to serve on a jury. Any compensation (not mileage) received by an employee for jury duty performed on a work day is to be reimbursed to the District. The District shall grant a maximum of two (2) days leave (witness fees to be reimbursed to the District) to an employee subpoenaed as a witness in a court or other legal proceedings; provided that a leave with pay shall not be granted to an employee for a case brought or supported by an employee or union, or for a case in which the employee has a direct or indirect financial interest in the proceedings.

SECTION F. Leave of Absence Without Pay

1. General Provisions

- a. Upon request of an employee who will have completed three (3) years of satisfactory service by the conclusion of the current school year, the Board may approve a leave of absence without pay up to a full year. The best interests of the District shall be the principal criterion for the approval of such leave.

- b. Untimely application for leave of absence shall be adequate reason for refusal, but the application by February 1, for leave to begin in July shall not be considered untimely.
 - c. No sick leave benefits, annual leave benefits, seniority (after thirty {30} days of leave of absence without pay), or insurance benefits, shall be earned during leave of absence, but benefits previously earned shall not be reduced or forfeited.
 - d. The request for unpaid leave shall state the number of days requested for such leave. Notice of intent to return shall be given to the Superintendent in writing on or before the employee's thirtieth (30th) working day before the employee wishes to return.
 - e. Employees on leave may continue insurance coverage by delivering their payments to the District.
2. **Leave Without Pay** - During the current school year absences other than those described above will not be allowed with pay. In the event of leave without pay, a full deduction will be made for time not worked. Such leave will not be granted to exceed thirty (30) working days. A request for unpaid leave of absence shall state the exact number of working days requested for such leave. Such requests shall be made to the Director of Personnel.
 3. **Sick Leave of Absence Without Pay** - When a regular employee has used up all his/her accumulated sick leave and is ill and requires a period of recuperation, the Employer shall grant a leave of absence without pay for the recuperation period, provided that, the employee presents a doctor's statement stating that the recuperation period is required. Such leave shall not continue beyond the school year. The request for such leave shall state the number of days requested. Notice of intent to return shall be given to the Superintendent in writing on or before the thirtieth (30th) working day before the employee wishes to return.

SECTION G. Disability/Adoption/Military

1. Disability Leave (Including Maternity)

An Employee requesting disability leave shall give written notice to the Employer at least two (2) weeks prior to commencement of said leave, if possible. The written request for disability leave should include a statement as to the expected date of return to employment, and advance notice of the actual date of return to employment shall be given as soon as possible. Sick leave shall be granted for disability leave. In the event sick leave is exhausted, then the employee shall, if requested in writing, be granted a leave of absence without pay for the period of disability, provided that such leave not continue beyond the duration of the current year unless authorized in advance by the Director of Personnel. Disability leave usage may require a doctor's verification.

2. Adoption Leave

An employee receiving a child through legal adoption may request paid leave and shall

be granted no more than four (4) days. In addition, employees may use up to ten (10) working days to be deducted from sick leave. Such leave may be used for:

- a. Travel to obtain child
- b. Required observation with child
- c. Court and legal procedures to finalize adoption.

3. Military Leave

- a. Military leave shall be granted as required by law.
- b. It shall be the policy of the District to reinstate an employee immediately upon his/her return from military service if it is his/her desire and a vacancy he/she is qualified to fill exists.

SECTION H. Personal Leave

1. Each non-probationary employee shall be entitled to one personal leave day each school year without a deduction from salary. Such day must be scheduled in at least half-day increments. (If the employee's work day is less than four (4) hours, the personal leave must be taken in whole day increments.) Transportation employees, in excess of four hours of assigned work for that day, may schedule a personal day in increments equal to one day over any two separate days. The employee shall schedule the personal leave absence with the employee's supervisor as far in advance as possible. Requests for personal leave will be processed in order of receipt of requests, and, for positions which normally have substitutes when the employee is on leave, may be denied if a substitute is not available. When notification is less than 24 hours in advance of absence, and in the event that a half-day sub is not available, a full day's personal leave must be taken. Employees may roll over one personal day for a cumulative maximum of two personal days.
2. The personal leave may not be scheduled to be taken during the first ten (10) days of the student school calendar nor during the last five (5) days of the student school calendar. The personal leave may not be used to extend the Thanksgiving, Winter, or Spring Breaks. In special circumstances, exceptions to the beginning and end of school year rule may be granted by the supervisor with right to appeal to the Director of Personnel. Departmental procedures will set the number of people who can use personal leave at one time. No personal leave shall be available to any employee during any work stoppage or strike by any group of employees against the District.