STAFF LEAVE

Those employees who are members of a collective bargaining unit are entitled to only those benefits granted by the relevant collective bargaining agreement.

The District shall follow all guidelines and regulations adopted under the Family and Medical Leave Act of 1993 (FMLA) where applicable.

Leave is granted when a valid need occurs. Employees shall return to work immediately upon termination of injury, illness, or emergency

1. Professional Salaried Full Year Employees

   Unless otherwise defined, leave is cumulative to a maximum of 130 days. Leave days shall accumulate at the rate of 1 ½ days per month employed for the first three years of employment, and at the rate of 2 days per month beginning the fourth year of continuous employment. Employees shall receive a full day’s pay for each day of leave entitlement when the absence is approved by the Superintendent of Schools. The Superintendent may approve leave for illness or for unanticipated circumstances, or for business that can only be conducted during regular business hours.

2. Other Full Year Salaried/Hourly Employees and School Year/Partial Year Employees:

   Leave is cumulative up to a maximum of 110 days. Leave days shall accumulate at the rate of 1 ¼ days per month of employment. Employees shall receive a full day’s pay for each day of leave entitlement when the absence is approved by the Superintendent of Schools or a designee. Leave may be approved for illness or for unanticipated circumstances, or for business that can only be conducted during regular business hours.

In instances when employees are absent in excess of five consecutive school days due to disability arising from illness, injury, or otherwise, they may be required to present a licensed physician’s statement confirming the illness or disability and the duration before leave pay shall be rendered

An employee may use up to five (5) days each year for critical illness to a member of the immediate family without deduction of accumulated leave and at full salary. Critical illness is construed as one in which the patient’s life is in danger, and the possibility of death is near. Certification of the critical illness by a physician may be required. The Superintendent shall define immediate family member.

An employee may use up to five (5) days each year for bereavement in the immediate family without deduction of accumulated leave and at full salary. The Superintendent shall define immediate family member.

11/22/77
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