

## STAFF LEAVE AND ABSENCES

### 1. Sick Leave

- A. Full-time employees shall earn sick leave at the rate of one (1) day per month worked. By way of illustration, an employee working a normal school calendar year will work approximately nine (9) months and will earn a maximum of nine (9) days per year. Sick leave shall accrue on an earned basis and may be accumulated up to a period of sixty (60) days. In the event any employee were to take extended sick leave, said employee will not accrue or earn a sick day for any month in which the employee has been on sick leave for a period of more than half the scheduled workdays for the month.
- B. Part-time employees shall earn sick leave at the same rate as a full-time employee except that said sick leave will be earned in proportion to said part-time employee's work time. By way of illustration, an employee working on a one-half (1/2) time basis, would earn sick leave at the rate of one-half (1/2) day per month. Part-time employee sick leave may not be accumulated toward vesting in the district sick bank.
- C. The use of sick leave shall be limited to the employee's illness, disability or illness to a member of employee's immediate family which illness requires the care and attendance by the employee. For purposes of sick leave, the Board perceives that pregnancy is a condition of disability to be covered under the provisions of this sick leave policy. An employee may apply and receive sick leave for said pregnancy consistent with the terms and conditions as are hereinabove set forth. Additionally, and for purposes of the employee's immediate family member's illness, said family member shall be construed as being a husband/wife, child, or parent. Sick leave taken under a pregnancy disability shall be taken on the same basis as herein outlined and in accordance with the Maternity Rights Act.
- D. For accounting purposes, sick leave shall be deemed taken commencing the day the individual becomes ill or disabled and fails to report to work.
- E. The Board has approved the establishment and use of an employee sick leave bank subject to the following:
  1. The administration shall appoint a Sick Leave Bank Committee comprised of both certified and classified employees. The committee shall review and recommend approval or disapproval of employee petitions for assistance from the sick leave bank. Final decisions shall rest with the administration.
  2. The bank will not accumulate more than 180 days.
  3. Each staff member will donate one day of sick leave per year to the bank until the 180 maximum is reached.
  4. A full-time employee will be eligible to request sick leave bank assistance beginning with the fourth year of employment. An employee needing extra

sick leave days prior to this may use the amount he has put into the bank, not to exceed three (3) days.

5. An eligible employee may petition the Sick Leave Bank Committee for sick leave days not to exceed the balance of accumulated sick leave.
  6. For purposes of sick leave taken in connection with an employee's pregnancy, the provisions of the Sick Leave Bank shall apply and an employee may petition the Sick Leave Bank Committee for assistance from the Sick Leave Bank if they are vested in the Sick Leave Bank. However, in the event an employee should require sick leave in connection with a pregnancy which exceeds the employee's accumulated sick leave days and any sick leave approved by the Sick Leave Bank Committee, said sick leave shall be considered to be taken without compensation and only upon approval by the Board of Education in consultation with the Superintendent. An employee who has taken sick leave as a result of a pregnancy shall be assured of reinstatement not later than the beginning of the day following the last day of authorized sick leave and in accordance with the Maternity Rights Act. This provision shall not be construed to limit in any way the Board's authority to non-renew a non-tenured teacher's contract for any reason permitted by statute or case law. Nor will this provision be construed as a contractual right to continued employment should the board elect to not renew a non-tenured teacher's contract.
- F. Any employee wishing to take sick leave as a result of pregnancy shall notify the Superintendent or his/her designee as soon as the pregnancy is confirmed. Said employee shall also notify the Superintendent or his/her designee upon the termination of the pregnancy. Any employee taking sick leave under any of the provisions contained herein shall continue to receive all benefits provided by the School District.
- G. Certified staff, paraprofessionals and 12-month employees who have accumulated over 60 sick days will be paid for the number of days over 60 at the substitute teacher daily rate at the end of each fiscal year. Food service staff who have accumulated over 60 sick days will be paid for the number of days over 60 at a rate of \$75.00 per day at the end of each fiscal year.
- H. Personal Leave
- A. Full-time school year employees shall have three (3) days of personal leave per year. Full-time employees contracted to work ten (10) months or more shall have four (4) days of personal leave. Personal leave for part-time employees shall be proportionate to their contract work time.
  - B. Personal leave may be taken for any reason with advance notice to the Principal's office. However, personal leave shall not be granted during the first five days of a contract work year or immediately before or after a scheduled vacation period.
  - C. Unused personal leave will be added to accumulated sick leave at the end of the year for full-time employees until the 60-day maximum is reached.

3. Bereavement Leave. Three (3) days of bereavement leave may be taken per incidence of bereavement, subject to administration approval, upon the death of a member of an employee's immediate family, including mother, father, husband/wife, child, brother, sister, mother-in-law or father-in-law, and grandparents.
4. Professional Leave. Professional leave may be granted by the administration to enable employees to participate in workshops or conference that will improve the employee's professional competencies or otherwise enhance the school program. Such leave shall be subject to budgetary limitations.
5. Sabbatical Leave.
  - A. Sabbatical leave for one year may be granted to a certified non-probationary employee, subject to administration recommendation and Board approval, for the purpose of pursuing full-time studies leading to an advanced degree in the education profession.
  - B. No more than ten percent of the certified staff may take sabbatical leave at the same time. Leave will be granted on a first come basis based on the date the application is received by the Superintendent. Applications must be submitted to the Superintendent no later than February 1 for leave in either semester for the following year.
  - C. Sabbatical leave shall not be granted more than once to the same employee within a ten-year period or to an employee who is within six (6) years of eligibility for retirement.
  - D. The administration shall establish specific rules and procedures to implement the sabbatical leave program.
6. Leave of Absence Without Pay. Any leave not covered above will be considered leave of absence without pay. Such leave will not be considered service for purposes of salary schedule placement. However, upon return from leave of absence without pay, service with the district shall be deemed continuous and the employee shall be placed on the salary schedule at the same step held at the commencement of leave.

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