

## **SUPPORT STAFF LEAVES AND ABSENCES**

The Board shall provide a plan for leaves and absences designed to help members of the classified staff maintain their physical health, and take care of personal matters and emergencies.

As a general policy, the Board provides:

### **Sick Leave**

Sick leave is interpreted as the illness of the employee or a serious illness or death of a relative or dependent of the employee that necessitates his/her absence from work. If the full-time employee has used accumulated sick leave, additional days may be granted at the discretion of the Board and/or Superintendent.

1. Sick leave for full-time employees: Full-time employees will receive one day sick leave for every full month employed, up to 12 days per year. There is no limit on accumulated days. Sick leave will not be granted in advance of its being earned. There shall be no compensation paid in lieu of unused sick leave.
2. Sick leave for 9 or 10 month employees: All 9 or 10 month employees who work over 35 hours a week will receive one day per month sick leave for every full month employed up to 10 days per year. There is no limit on accumulated days. Unused sick leave will not be granted in advance of its being earned. There shall be no compensation paid in lieu of unused sick leave.
3. Sick leave for part-time employees: Part-time employees who work (34) thirty four hours or less per week, will accumulate sick leave at a rate of one of your typical work days per month, up to five days maximum per year. One day of sick leave for part-time employees is equivalent to the number of hours worked in their normal working day. There is no limit on accumulated days. Sick leave will not be granted in advance of its being earned. There shall be no compensation paid in lieu of unused sick leave.

### **Extended Sick Leave**

Any employee whose personal illness extends beyond the period compensated for under sick leave may be granted a leave of absence without pay for such time as is necessary for complete recovery from the illness not to exceed 12 weeks. Upon return from leave, the employee may be assigned to the same position or another position in the same classification. Refer to GDBDB

### **Personal Leave**

Full-time classified personnel may use three days of their allotted sick leave for personal leave for personal reasons. Part time employees will be allowed to convert two sick leave days per year to personal leave days. Requests for personal leave must be approved by the employee's immediate supervisor at least one week in advance, if possible, indicating the day(s) intended to be absent. Personal leave days not used will not be allowed to accumulate from one year to the next. Personal leave not used will remain as sick leave days.

**Maternity/Paternity Leave**

Up to ten days of paid maternity/paternity leave, including adoption, will be granted before sick days must be used. If both husband and wife are employed by the district, then only ten days may be used in combination. This became effective November 6, 2000.

**Political Activity Leave**

Extended absence for the purpose of participating in political campaigns shall be granted without pay.

Extended absence for the purpose of serving as an elected official shall be granted with pay provided that the employee may not receive two pay checks. The employee shall elect whether to receive his/her school pay check or his/her pay as an elected official; in the event he/she elects to receive his/her district pay check, he/she shall collect his pay as an elected official and endorse such pay check over to the school district.

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