

Leaves of Absence

The Board has the authority to grant any employee's request for a leave of absence. The Board may also delegate this authority to a designee. If the Board delegates this authority it shall ratify or nullify the action regarding the request for a leave of absence at the next regularly scheduled meeting or at a special meeting should the next regularly scheduled board meeting not be within a period of twenty-one (21) days from the date of such action.

Sick Leave

Classified employees who regularly work twenty (20) hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. For purposes of sick leave, classified employees is to include all classified staff and department supervisors; and certificated employees is to include all teachers, building principals and superintendent. Each such employee shall be granted sick leave with full pay of one (1) day as projected for the employment year for each month of service in which he/she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day.

Compensation shall not be provided for unused sick leave.

Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his/her individual employment contract. See "The WBCEA Negotiated Agreement". The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness. Abuse of sick leave is cause for discipline up to and including termination.

After an illness of five (5) consecutive days, employees may be asked to present a doctor's statement attesting to the illness or injury necessitating the employee's continued absence. When an employee has exhibited a pattern of absence that suggests an abuse of sick leave, the employee may be asked to present a doctor's statement attesting to the illness or injury necessitating the employee's absence irrespective of five days.

When the employee qualifies for sick and injury leave but has exhausted his/her accumulated leave bank, the employee may be absent on an unpaid sick/injury leave. The District has the right to require an examination by a physician mutually agreed upon by the District and the employee. The employee may not be rehired for the next ensuing year unless the employee has provided the District with a physician's statement which provides the District with a reasonable assurance that the employee's physical/mental status is such that the employee will be able to fulfill his/her contractual or work obligation. The District has the right to deny continued absence on unpaid sick leave.

Kitchen staff working 15-19 hours per week shall receive one (1) sick day per month. This day is not cumulative.

Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” includes husband, wife, father, mother, son, daughter, parent-in-law, child-in-law, grandparent, grandchild, brother, sister, guardian or ward and the same members of the spouse’s family or like members of a step family. This includes any relative or person residing in the same household for more than six months. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

#### Accrual of unused sick leave

Sick leave may be accrued to an unlimited amount. For retirees only; unused sick leave will be reported to PERSI. Upon submission of the RS109 to PERSI, the payroll department will zero out all sick leave days reported to PERSI on the RS109. Any sick days taken by the employee between the date of submitting the RS109 and the end of the school year must be accounted for as other compensated time the employee may have or leave without pay.

#### Bereavement Leave

Up to a total of five (5) days of absences shall be authorized by the immediate supervisor because of death in the immediate family. Conditions of this article pertain to both sides of the family. These five (5) days are in addition to accumulated sick leave and are not chargeable to sick leave. When extenuating circumstances exist, the Superintendent or designee may allow an exception. This leave is non-cumulative.

#### Personal

Teachers will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. Personal leave of two (2) days per year, cumulative to five (5) days, shall be granted to classified personnel who work twenty (20) hours or more per week. All full time classified employees who have worked fourteen (14) years or more for the district and who were not on probation or a plan of assistance the previous school year shall be granted an additional personal leave day per year. Employees may receive pay for unused personal leave up to three (3) days per year. Personal leave days are paid at sub rate of pay for teachers and full rate for classified employees. Personal leave for building principals and department supervisors will be granted three (3) personal days per year, cumulative to five (5) days per year. Personal days for administrators are paid at the administrator’s daily rate. Personal days are granted in the beginning of the fiscal school year, any employee hired after the school year begins will have personal days prorated per the portion by hire date.

1. Leave can be used in hour increments for classified and in units of half or full days for teachers.
2. Notice of at least one (1) week is required for any personal leave of less than one (1) week. Notice of one (1) month is required for any personal leave exceeding one (1) week.

### Leave Without Pay

Payroll deductions for personal absences not specifically authorized in the district's policies will be calculated on the basis of the individual's prorated salary for each day absent. Absences without the permission of the immediate supervisor or the superintendent may lead to disciplinary action, including termination.

It is the policy of the Board of Trustees that extended leaves (over three days) for reasons not described by board policy may be granted as leave without pay, if approved by the employee's immediate supervisor. Prior notification of the request in writing is required.

### **Leave of Absence**

Certificated Employees: Follow procedure set in Negotiated Agreement.

Classified Employees: Leaves of absence may be granted for classified employees for specified times for reasons approve by the Trustees (the superintendent may grant for emergency situations).

Legal Reference: 42 USC 2000e	Equal Employment Opportunities
I.C. § 33-1216 et seq.	Sick and other leave
I.C. § 33-1228	Severance allowance at retirement

### Policy History:

Adopted on: May 9, 2007

Revised on: March 12, 2008

Revised on: June 11, 2008

Revised on: August 11, 2009

Revised on: July 12, 2011

Revised on: April 18, 2012

Revised on: February 5, 2013

Revised on: September 17, 2014

Revised on: October 19, 2016