

District Code:

SUPPORT STAFF LEAVE

I. Critical Illness

Support staff will be allowed up to a three (3) day leave of absence for a critical illness in the immediate/step family. "Critical illness" is defined as an unexpected illness or medical condition, which the attending physician considers sufficiently serious to require the employee's presence at the bedside. Leave for critical illness will be granted only after all family leave days for an individual have been exhausted. Validation by a physician's statement shall be required after the employee returns to work. "Immediate/step family" means husband, wife, children, father, mother, brothers, sisters, grandparents of employee or spouse, grandchildren, father-in-law, mother-in-law, sons-in-law, daughters-in-law, brothers-in law, sisters-in law, or any other member of the same home whom you have been primary caregiver for. (Note: See Non-compensable Leave of Absence policy.)

II. Bereavement Leave

Support staff will be allowed up to a three (3) day leave of absence for a death in the immediate/step family. "Immediate/step family" means husband, wife, children, father, mother, brothers, sisters, grandparents of employee or spouse, grandchildren, father-in-law, mother-in-law, sons-in-law, daughters-in-law, brothers-in law, sisters-in law, or any other member of the same home whom you have been primary caregiver for.

III. Emergency Leave

Absence of up to three (3) days may be allowed by the superintendent of Schools or his/her designee for emergencies. "Emergencies" include sudden, urgent, unforeseen occurrences requiring immediate action. Examples are natural catastrophes (e.g., wind/tornado damage to home, personal property, etc.) fires, serious accidents, or other unusual events typically categorized as emergencies.

In the event the Superintendent or his/her designee closes a district building(s) due to severe weather, or some other catastrophe which prohibits employees from reporting to work, an Emergency day may be granted. Employees who were not scheduled to work on this day, due to vacation, sick leave, or any other leave, will not be eligible to receive an Emergency day. In addition, those employees who would not have been expected to report to work when schools are closed, or on this particular day, will not be eligible to receive an Emergency day.

IV. Legal Leave

Leaves up to three (3) days may be approved for legal matters by the Superintendent of Schools or his/her designee with four (4) days or more advance notice to the employee's principal or

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immediate supervisor. Legal matters are those requiring the employee's participation during the working hours and include transactions or legally required conferences involving a legal instrument (i.e., deed, mortgage, title, Individualized Education Plan, etc.), obeying a court order, or making a required court appearance.

V. Religious Leave

The District will attempt to make reasonable accommodations in order to grant religious leave for staff members whose personal religious convictions require that they refrain from work on days of religious observance.

VI. Leave Guidelines

In those leaves not covered by this policy, the Superintendent or his/her designee may make a salary deduction, following the employee's request for leave, for each day of absence. Such deduction will be either at the rate of a full day's pay for each day missed or by subtracting days from the employee's accumulated vacation at the time the pay is docked.

When the Superintendent of Schools or his/her designee has reason to believe that policies or leaves of absence are being abused, special action, investigation and questioning in a professional and ethical manner shall follow for the benefit of all staff and the administration. Should this review indicate such abuse, a statement of reprimand shall be directed to the employee and made a matter of record, and all future leaves taken shall be considered excessive absenteeism by that employee.

Extenuating circumstances permit the Superintendent of Schools or his/her designee to alter or waive certain sections of this policy and its procedures.

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