

PATTONVILLE SCHOOL DISTRICT

EPS Code: GDBC-R-7

District Code:

FAMILY LEAVE FOR SUPPORT STAFF

Accrued sick pay days, to a maximum of five days annually, may be used for immediate family illness. Immediate family is defined as: spouse, parents, brothers, sisters, children, grandchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or any person who is wholly dependent upon the employee.

In addition, family leave may be used for the death of aunts and uncles of employee or spouse. Up to three (3) days are allowed for each occurrence, and not to exceed five (5) days of family leave annually.

Sick days not utilized as Family Leave will be accrued per policy GDBC-R-2, paragraph A.

When an employee is late, leaves early or is absent from work due to a family illness, the employee may request family leave pay in an amount equal to the actual number of hours of work missed to the nearest one quarter (1/4) of an hour.

The procedures established in GDBC-R-2, Sick Pay - Support Staff, will be used for the equitable administration of this policy.

Adopted: October 14, 1997
Revised: October 23, 2001
Revised: February 22, 2005