

POLICY TITLE: Leave for Non-Certificated Employees
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Full time, non-certificated personnel shall be granted leave of absence in the following manner:

Sick Leave

Sick leave is granted at one day leave, per month employed, with unlimited accumulation (example: teachers receive nine days per contract year). Sick leave may be used for absence caused by illness, injury, surgery, maternity, paternity, adoption, quarantine, disability, or medical or diagnostic examination or test. Employees shall be permitted to use sick leave when such absence is due to illness of that employee's children, spouse, and parents. The Superintendent may, at his discretion, make judgments in favor of use of sick leave by an employee due to an illness of a loved one, whose circumstances are not covered by exact contract language.

Verification of illness may be required by the board. Advanced request for use of sick leave should be submitted in all cases except for sudden illness and other emergencies. At the beginning of each employment year, non-certificated employees who work twenty (20) hours or more per week, are credited with the number of days due them for that complete year (days vary with length of employment and days accumulated).

Sick Leave Bank

Establishment: Each full-time employee of the District may participate in the sick leave bank. To participate, the employee will contribute two (2) nonrefundable days of his/her earned sick leave days as determined by the sick leave bank committee.

If the bank days fall below 50, each member will be assessed one (1) additional day to maintain membership in the sick leave bank. This assessment will occur as needed only once per year. If the sick leave bank falls below 50 more than once per year, members will not be assessed until the following year.

Use of the Sick Leave Bank: In order for an employee to be eligible for sick leave benefits from the Sick Leave Bank, the employee must first:

1. Be a contributor to the bank.
2. Have been absent from work due to illness or accident.
3. Have been absent from work due to illness or accident of his/her immediate family (defined as spouse, child(ren), or parent.)
4. Have used all available sick leave days, personal leave days, and vacation days.

The loan of days from the sick leave bank is for emergencies only with a maximum of thirty (30) days per calendar year. Common short-term illness should not be considered an emergency. The sick leave bank committee may request a physician's statement specifying the severity of the illness or injury.

Days borrowed from the sick leave bank shall be paid back at one day per year until said individual repays the days in full or leaves the district. Sick leave bank member employees retiring or leaving the

employment of the district must repay any indebtedness to the sick leave bank with accumulated sick leave days and/or substitute wages representing the borrowed days.

Sick Leave Bank Committee: A sick leave bank committee consisting of five members (the superintendent or designee; three appointed by the Association, one from each building; and one classified employee appointed by joint decision of the administration and the association) shall administer the sick leave bank. Individuals wishing to use the sick leave bank shall submit their request to the sick leave bank committee, which shall determine the eligibility of the request. A majority vote is required for approval of a request. The individual's use of the sick leave bank must be recorded immediately after approval to keep the district's record current.

Personal Leave

Each year an employee receives 3 personal leave days. At the end of the school year, if any of these days have not been used, the employee has two options.

1. Carry over up to three days into the new school year.
2. Be reimbursed for any days over three.

Requests for leaves must be presented in advance. Employees will make a strong effort to turn in requests a week in advance. It is not expected any employee will state a reason for their leave request. Employees are encouraged to avoid requests lengthening in a holiday. It is the administrative intent that the only time a request would be denied would be if the employee's absence would create a hardship for the district (such as inability to retain a substitute). If needed, an employee may purchase 1 additional personal day at the cost of a substitute.

Bereavement Leave

Bereavement leave is limited to five days per year. Bereavement leave may be requested following the death of an immediate family member. Immediate family members include: spouse, mother, father, mother-in-law, father-in-law, children, stepchildren, daughter-in-law, son-in-law, grandparents, grandchildren, brother, brother-in-law, sister, sister-in-law, or other persons having spent a substantial amount of time in the employee's household. Such leave will be granted with full pay and will not be deducted from either sick or personal leave.

Wellness Days

WELLNESS DAYS: To help promote an emphasis upon good health the district will grant one wellness day per semester to each employee who does not use any sick leave in a given semester. Each semester's earned wellness day must be used during the succeeding semester and is not accumulative. The District Leave Request Form must be completed and approved by the building principal prior to usage of the wellness day. The district reserves the right to reconsider the wellness day as an employee benefit on an annual basis.

ADOPTED: September 18, 2012