

**Absences, Leave and Vacation**

**Personnel Leave**

**Paid Sick Leave**

District employees will be provided with ten (10) days of sick leave. Sick leave may only be used for illness of the staff member or the staff member's immediate family. Immediate family is defined as spouse, parent, grandparent, child, sibling, father-or mother-in-law, daughter-or son-in-law, grandparent-in-law, brother-or sister-in-law, grandchild, or non-family residing within the staff member's home. The Superintendent/designee may request a physician's statement regarding an absence and/or verification that the employee may return to work. Unused sick leave may be accumulated to a maximum of one hundred ten (110) days.

**Personal Leave**

Paid personal leave days may only be used for personal business that cannot be transacted in nonwork hours. Personal leave days cannot be used for work stoppages, vacation or recreation use. Employees desiring to use personal days must schedule a request to the faculty principal at least one week in advance. The Superintendent/designee has the right to deny any request for personal leave that does not conform to the policy or would cause a hardship to students or staff. Employees will be provided with five (5) days of personal leave per year which shall be non-cumulative. Personal days are included in the ten (10) sick days allowed per school year.

**Inclement Weather Days**

Three (3) days may be used by a 12 month employee if school is called off for inclement weather. In order for 12 month employees to be able to use these days, school must be canceled because of snow, extreme cold, or ice. The purpose of these days is to ensure that employees do not feel the need to drive to work on days where the roads are not safe to drive on.

**Bereavement Leave**

Three (3) days may be used by an employee in any school year for bereavement purposes. Bereavement leave is available only upon the death of a member of the employee's immediate family, as that term is defined in the sick leave regulation above. Use of these days will not be charged to personal or sick leave. The superintendent may grant additional days, if needed, which will be charged against the employee's personal and/or sick days. Verification for the leave may be required by the superintendent or designee.

### **Jury Duty (Including Jury Selection Process)**

Employees who are called for jury duty, including participation in the jury selection process, in a civil or criminal proceeding will be granted leave with pay. Such employees will receive their normal pay, less any jury pay or fees received. Additionally, such employees will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service.

### **Subpoenas to Testify**

Employees who are subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay if the proceeding is work (school) related. Otherwise, the employee will need to use personal days or vacation, or be docked for time missed from work.

### **Military Leave**

An employee who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave.

Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the official orders must be added to the leave application. The Superintendent/designee must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.

The District recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report for duty, the Superintendent/designee may request that the employee seek a change in military orders if such a change appears to be in the best interest of the District.

Employees shall receive leave with pay for the first fifteen (15) calendar days of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law.

Each employee shall furnish a copy of the employee's military payroll voucher to the Superintendent/designee within thirty (30) days of the employee's return to regular assignment so

that the necessary salary adjustments can be made.

Employee eligibility for reinstatement after military duty is completed shall be determined in accordance with federal and state laws.

### **Leave of Absence**

Upon the recommendation of the Superintendent/designee and the approval of the Board, an employee of the District may be granted a leave of absence for non-Family and Medical Leave Act (FMLA) child care, education, or other good cause. Such leave is renewable upon written

request for one additional year only. Application for leave is to be made in writing to the Superintendent/designee via Principal/supervisor and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1 of the preceding year.

If leave is approved by the Board, the employee is not paid for the period of the leave. Insurance benefits may be continued by the employee by making all payments to the Payroll Office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the employee must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next school year. Failure to notify the Superintendent/designee of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, a teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of non-renewal of contract by April 15 if a probationary teacher.

If desired, and whenever feasible, the employee will be placed on the same or equivalent position to the one held prior to the approved leave.

**NOTE:** Leave of absence without pay under the provisions of this regulation does not apply as service towards tenure for probationary teachers.

Adopted: March 19,1996

Revised:

Knox County R-1 School District, Edina, Missouri