

STAFF LEAVES AND ABSENCES

Weston County School District #7 Board of Trustees will provide a plan for leaves and absences designed to help members of the district staff maintain their physical health, take care of family and other personal emergencies.

In all cases, staff members are encouraged, to the extent practical, to use discretion since the presence of the staff member in the classroom, or the fulfillment of their assigned responsibilities is critical for student achievement.

The board may revoke or revise this policy at any time for any reason.

Annual Leave

9 month certified/classified staff will receive ten (10) days and 12 month employees will receive twelve (12) days each year. Administrators will receive thirteen (13) days each year. Annual leave days may be used at the staff member's discretion.

At the end of the employee's contract year, any remaining days will be carried over into a personal accumulated sick leave account (2013). The employee can accrue up to 40 days of accumulated sick leave (2013) beyond the allotted annual leave for a given year. All accumulated sick leave must be used for the purpose of medical related issues, and staff members may be asked by the superintendent to provide documentation upon request for use of that leave.

At the end of the 2012-2013 school year, employees will have a choice: the district will buy back the unused days at the end of the fiscal year at the staff member's average daily rate of pay plus \$20 per day (example: 5 days @ \$200 per day + \$100 = \$1100) or the staff member may carry over any unused annual leave days as accumulated sick leave (2013).

Beginning in 2013-2014, any unused annual leave will be rolled over and accrued up to 40 days in a personal accumulated sick leave account (2013). This leave must be used prior to any other accumulated sick leave (2007) or extended leave. When an employee has been with the district at least 7 years and separates from the district, the district will buy up to 40 days at \$40 per day (40 days could be mixture of unused annual leave and accumulated sick leave days (2013).

Accumulated Sick Leave (2007)

Staff members that have accumulated sick leave will be able to keep this benefit but will not be allowed to accrue any additional days toward this accumulated sick leave (2007) as of 6/30/07.

**Accumulated sick leave must be utilized before applying for extended leave.*

At the time of retirement or upon leaving the district after a minimum of ten (10) years of service, the teacher will be reimbursed for unused accumulated sick leave up to a maximum of sixty (60) days in the amount of ¼ of the teacher's average daily salary.

In the event the employee's absence is due to a work related illness or injury for which the employee is receiving Workers Compensation benefits, the employee will be entitled to receive sick leave only in the amount equivalent to the difference between the Workers Compensation benefit received and the regular salary the employee would have received had he/she elected to take accumulated sick leave. For purposes of calculating the amount of sick leave used, any payment used to supplement Workers Compensation benefit which is less than one-half day's salary shall count as one half day's sick leave, and any sick leave paid in excess of one-half day's salary shall count as a full day's sick leave for each day the benefit is received. In the event of payment of sick leave prior to a determination by Workers Compensation that an individual is entitled to an award of Workers Compensation to the employee for wages, which determination is made retroactive, the employee will be given the option of repaying to the district any overpayment received by the employee for sick leave or, alternatively, having the district withhold future sick leave payment until the overpayment is made up.

Extended Leave Bank

Maternity/Paternity Leave

Beginning August 2016, an extended leave bank will be established. This bank shall not be used for days incurred as a result of a regular pregnancy and maternity/paternity leave. In instances of maternity/paternity leave for salaried staff members, annual leave days and accumulated sick leave days must be used first, then any subsequent days (within the limit of FMLA) will be charged at the staff member's daily rate of pay minus the daily substitute teacher rate. In the cases where there is a medical emergency related to the pregnancy, the extended leave bank can be accessed under those provisions once all other leaves have been utilized.

Extended Leave Bank

Each year the district will bank up to 50 days of leave available to classified and certified staff to apply for in the event that all other leave (annual leave, accumulated sick leave, vacation) has been utilized. This bank will be available under application for staff to request additional days be allowed and compensated. The district administrative team will develop an application process and will serve as the approval committee for the

requests. An employee's use of leave and attendance from the year will be considered by the committee. These leave days may be requested (up to ten per school calendar year) and may be requested no more than 10 days after the absences have occurred. A doctor's note will be required for the days requested and this leave will be considered for the employee, the employee's spouse, and the employee's child(ren).

Family and Medical Leave

Pursuant to the provisions of the Family and Medical Leave Act, the school district provides family and medical leave to employees in accordance with Board Policy GCCAB.

Bereavement Leave

Each staff member will be entitled to bereavement leave in the amount of up to 3 days per funeral for the immediate family or employee's household. Immediate family is defined as any permanent member of the staff member's household or family within the second degree of affinity or consanguinity.

Jury Duty Leave

Absences due to jury duty and other civic service may be authorized by the superintendent provided that the salary paid the staff member for the day of absence will be reduced by the stipend paid to the staff member for said civic service.

Military Leave

Requests for leave for annual reserve duty, drill training, or initial training of reservists must be submitted on an individual basis through the immediate supervisor. All military leaves will be processed in accordance with Board Policy GCCAD and Federal Statutes.

REVISED POLICY

ADOPTION DATE: JUNE 9, 1999

REVISION DATE: JULY 13, 2016

