

PROPOSED REVISIONS: 12.4.2023

**Leave
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

School Year

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Leave Proration

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

Discretionary Use

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

COMPENSATION AND BENEFITS
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DEC
(LOCAL)

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| <i>Request for Leave</i> | <p>In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.</p> <p>Discretionary use of state personal leave shall not exceed five consecutive workdays.</p> |
| Local Leave | <p>Each employee shall earn 5, 5.5, 6, or 7 paid local leave days per school year in accordance with administrative regulations.</p> <p>Local leave shall accumulate in accordance with administrative regulations.</p> <p>Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]</p> |
| Sick Leave Bank | <p>The District shall establish a sick leave bank that employees may join through contribution of local leave.</p> <p>Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.</p> <p>The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:</p> <ol style="list-style-type: none">1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;2. Procedures to request leave from the sick leave bank;3. The maximum number of days per school year a member employee may receive from the sick leave bank;4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and5. Other procedures deemed necessary for the operation of the sick leave bank. |
| Appeal | <p>An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.</p> |

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Educational Leave of Absence

A professional employee who is in good standing may, upon request, be considered for a one-year unpaid leave of absence for educational reasons if the employee has been continuously employed by the District for a minimum of three years.

The Superintendent shall review the request and certify eligibility. The employee shall be advised, in writing, of the action taken.

No requests for such leave of absence for the following school year shall be approved after August 1, and no more than four employees shall be granted such leave in any one year. The Board may increase this number on a case-by-case basis.

An employee returning to duty after an educational leave of absence must provide human resources with a transcript from an accredited college documenting at least six hours of passing credit or proof documenting completion of a fellowship, scholarship, grant, teacher exchange program, or the like (i.e., Fulbright Programs).

The employee shall give written notice to the Superintendent or designee of his or her desire to return no later than February 1 of the school year in which the employee plans to return. Failure to provide such notice shall be considered a resignation by the employee.

An employee returning to duty after an educational leave of absence shall be entitled to an assignment at the campus where the employee was formerly assigned, subject to the availability of an appropriate position. Should an appropriate position or assignment not be available where the employee was formerly assigned, the employee may be assigned to another location or department at the employee's former daily rate, excluding any supplemental pay or stipends.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

Note: See DECA(LEGAL) for provisions addressing FMLA.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be July 1 through June 30.

Combined Leave for Spouses

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

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| Intermittent or Reduced Schedule Leave | The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. |
| Certification of Leave | When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave. |
| Fitness-for-Duty Certification | In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. |
| Leave at the End of Semester | When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. |
| Temporary Disability Leave | <p>Any full-time employee shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.</p> <p>The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.</p> |
| Workers' Compensation | <hr/> <p>Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.</p> <hr/> <p>An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.</p> |
| No Paid Leave Offset | The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE] |
| Jury Duty | An employee shall be granted leave in half-day increments with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service. |
| Other Court Appearances | <p>Absences due to compliance with a valid subpoena issued in an employee's professional capacity or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.</p> |

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~~An employee shall be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding.~~

Absences for court appearances related to an employee's personal business shall be taken as personal leave or leave without pay. The employee may be required to submit documentation of his or her need for leave for court appearances.

**Payment for
Accumulated Leave
Upon Retirement**

An employee who retires from the District shall be eligible for payment for accumulated state and local leave if the employee has at least ten years of continuous service with the District.

The employee shall receive payment for each day of accumulated leave based on the following schedule:

| Length of Employment Year | Accumulated State and Local Leave | Payment |
|------------------------------|--------------------------------------|--------------------|
| 10 months | 50 days | 1/10 annual salary |
| 11 months | 60 days | 1/10 annual salary |
| 12 months | 70 days | 1/10 annual salary |

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.