

~~8.7.1—CLASSIFIED EMPLOYEES PERSONAL AND PROFESSIONAL LEAVE FOR EDUCATIONAL SECRETARIES AND OTHER OFFICE PERSONNEL~~

Personal Business Leave

An employee will be allowed two days personal business leave annually at no cost to the employee provided such leave may not be taken on days immediately preceding or following school calendar vacation periods, except in cases of an emergency. Emergency requests specifying the reason must be given in writing to the immediate supervisor for approval. Such leave will be cumulative to seven days which will be a maximum for any year.

Personal business leave that is earned in excess of the maximum number of seven days accumulation will be transferred to the employee's sick leave account at the end of the school year. Requirements for claiming personal business:

1. The building principal or the immediate supervisor must be notified in writing at least twenty- four hours prior to taking such leave. Exceptions may be made in cases of an emergency where such notice is impossible; and
2. The number of personal business leaves from any school or administrative unit (excluding transportation) will not exceed five people or ten percent of those eligible for such leave under this Policy, whichever is greater, on any particular day. Requests for leaves in excess of this Policy will be denied except in cases of an emergency.
3. The number of personal business leaves on any particular day will not exceed two for bus drivers and bus aides.
- 2.4. Leave will be granted on a first come, first serve basis.

Exhaustion of Personal Business Leave

A day of personal business leave will be earned at the completion of each semester. Upon resignation, retirement, or termination before the end of an employee's contract, any personal business leave that has been used but not earned will be deducted from the final payment at the employee's daily rate of pay.

Severance, Retirement, or Death

If after ten or more years' service to the District, an employee's service ends by severance or retirement, that employee will receive payment for his or her unused personal business leave at the base rate of current substitute pay.

If after ten or more years' service to the District, an employee dies while employed by the District, that employee's beneficiary will receive payment for the employee's unused personal business leave at the base rate of current substitute pay.

Professional Leave

"Professional Leave" is leave granted for the purpose of enabling an employee to participate in professional activities which can serve to improve the employee's ability to perform his duties. Professional leave will also be granted when a District employee is subpoenaed for a matter arising out of the employee's employment with the District. Any employee seeking professional leave must make a written request to his or her immediate supervisor, setting forth the information necessary for the

supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the Superintendent. Budgeting concerns and the potential benefit for the District's students will be taken into consideration in reviewing a request for professional leave.

Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.

Military Leave

Employees will be entitled to his or her regular salary for each day absent for military service up to a maximum of fifteen (15) school days per year (defined in this Section as October 1 through September 30).

Employees called to duty in emergency situations by the Governor or the President will be granted leave with pay not to exceed thirty (30) working days. Notwithstanding any other law, during the period that an employee of the District is called to active duty as a member of the National Guard or any of the reserve components of the armed forces by order of the President or the Governor of an emergency nature or contingency for more than thirty (30) working days, the employee will be eligible for continued proportionate salary payments which, when combined with the employee's active duty pay, equal the amount that the employee would have otherwise received but for the employee's required active duty under the order of the President or the Governor. This leave will be granted in addition to all other leave to which the employee is entitled.

"Emergency situations" means any case of invasion, disaster, insurrection, riot, breach of peace, or imminent danger thereof, threats to the public health or security, or threats to the maintenance of law and order. Employees called into active military duty with the Reserves or National Guard will retain all seniority rights and benefits as of the time they are called to military service, provided they notify in writing the District within ninety days after the effective date of their release from active duty. The right of reemployment will conform with all federal government rules and regulations.

An employee who leaves employment with the District to serve in the uniformed services of the United States and returns to employment with the District within a five-year period will be treated as not having incurred a break in service. In the event an employee's child or spouse has received orders for deployment to a war zone, the employee will be granted leave at the cost of a substitute in order to visit the child or spouse. In addition, the employee will be granted leave at the cost of a substitute to visit a child or spouse who has returned from deployment to a war zone. No more than three days of leave may be taken under this provision in any single school year.

Legal Reference: A.C.A. § 6-17-211

Additional Reference: ASBA Model Policies

Date Adopted: June 22, 2020

Last Revised: February 8, 2021

~~8.7.2—PERSONAL AND PROFESSIONAL LEAVE FOR SECURITY AND FACILITIES~~

~~Personal Business Leave~~

~~A security and facilities employee who has completed one year of service in the District will be allowed one day personal business leave annually at no cost to the employee. After an individual has completed three or more years of service in the District, two days of personal business leave will be allowed. Personal business leave may not be taken on days immediately preceding or following school calendar vacation periods, except in cases of an emergency. Emergency requests specifying the reason must be given in writing to the immediate supervisor for approval. Such leave will be cumulative to seven days which will be a maximum for any year.~~

~~Personal business leave that is earned in excess of the maximum number of seven days accumulation will be transferred to the employee's sick leave account at the end of the school year. Requirements for claiming personal business:~~

- ~~1. The building principal or the immediate supervisor must be notified in writing at least twenty-four hours prior to taking such leave. Exceptions may be made in cases of an emergency where such notice is impossible; and~~
- ~~2. The number of personal business leaves from any school or administrative unit will not exceed five people or ten percent of those eligible for such leave under this Policy, whichever is greater, on any particular day. Requests for leaves in excess of this Policy will be denied except in cases of an emergency.~~

~~Severance, Retirement, or Death~~

~~If after ten or more years' service to the District, an employee's service ends by severance or retirement, that employee will receive payment for his or her unused personal business leave at the base rate of current substitute pay.~~

~~If after ten or more years' service to the District, an employee dies while employed by the District, that employee's beneficiary will receive payment for the employee's unused personal business leave at the base rate of current substitute pay.~~

~~Professional Leave~~

~~"Professional Leave" is leave granted for the purpose of enabling an employee to participate in professional activities which can serve to improve the employee's ability to perform his duties. Professional leave will also be granted when a District employee is subpoenaed for a matter arising out of the employee's employment with the District. Any employee seeking professional leave must make a written request to his or her immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the Superintendent. Budgeting concerns and the potential benefit for the District's students will be taken into consideration in reviewing a request for professional leave.~~

~~Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.~~

Military Leave

~~Employees will be entitled to his or her regular salary for each day absent for military service up to a maximum of fifteen (15) school days per year (defined in this section as October 1 through September 30).~~

~~Employees called to duty in emergency situations by the Governor or the President will be granted leave with pay not to exceed thirty (30) working days. Notwithstanding any other law, during the period that an employee of the District is called to active duty as a member of the National Guard or any of the reserve components of the armed forces by order of the President or the Governor of an emergency nature or contingency for more than thirty (30) working days, the employee will be eligible for continued proportionate salary payments which, when combined with the employee's active duty pay, equal the amount that the employee would have otherwise received but for the employee's required active duty under the order of the President or the Governor. This leave will be granted in addition to all other leave to which the employee is entitled.~~

~~"Emergency situations" means any case of invasion, disaster, insurrection, riot, breach of peace, or imminent danger thereof, threats to the public health or security, or threats to the maintenance of law and order. Employees called into active military duty with the Reserves or National Guard will retain all seniority rights and benefits as of the time they are called to military service, provided they notify in writing the District within ninety days after the effective date of their release from active duty. The right of reemployment will conform with all federal government rules and regulations.~~

~~An employee who leaves employment with the District to serve in the uniformed services of the United States and returns to employment with the District within a five-year period will be treated as not having incurred a break in service. In the event an employee's child or spouse has received orders for deployment to a war zone, the employee will be granted leave at the cost of a substitute in order to visit the child or spouse. In addition, the employee will be granted leave at the cost of a substitute to visit a child or spouse who has returned from deployment to a war zone. No more than three days of leave may be taken under this provision in any single school year.~~

~~Legal Reference: ——— A.C.A. § 6-17-211~~

~~Additional Reference: — ASBA Model Policies~~

~~Date Adopted: June 22, 2020~~

~~Last Revised: February 8, 2021~~

~~8.7.3—PERSONAL AND PROFESSIONAL LEAVE FOR CHILD NUTRITION~~

~~Personal Business Leave~~

~~A child nutrition employee who has completed one year of service in the District will be allowed one day personal business leave annually at no cost to the employee. After an individual has completed three or more years of service in the District, two days of personal business leave will be allowed. Personal business leave may not be taken on days immediately preceding or following school calendar vacation periods, except in cases of an emergency. Emergency requests specifying the reason must be given in writing to the immediate supervisor for approval. Such leave will be cumulative to seven days which will be a maximum for any year.~~

~~Personal business leave that is earned in excess of the maximum number of seven days accumulation will be transferred to the employee's sick leave account at the end of the school year. Requirements for claiming personal business:~~

- ~~1. The building principal or the immediate supervisor must be notified in writing at least twenty-four hours prior to taking such leave. Exceptions may be made in cases of an emergency where such notice is impossible; and~~
- ~~2. The number of personal business leaves from any school or administrative unit will not exceed five people or ten percent of those eligible for such leave under this Policy, whichever is greater, on any particular day. Requests for leaves in excess of this Policy will be denied except in cases of an emergency.~~

~~Severance, Retirement, or Death~~

~~If after ten or more years' service to the District, an employee's service ends by severance or retirement, that employee will receive payment for his or her unused personal business leave at the base rate of current substitute pay.~~

~~If after ten or more years' service to the District, an employee dies while employed by the District, that employee's beneficiary will receive payment for the employee's unused personal business leave at the base rate of current substitute pay.~~

~~Professional Leave~~

~~"Professional Leave" is leave granted for the purpose of enabling an employee to participate in professional activities which can serve to improve the employee's ability to perform his duties. Professional leave will also be granted when a District employee is subpoenaed for a matter arising out of the employee's employment with the District. Any employee seeking professional leave must make a written request to his or her immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the Superintendent. Budgeting concerns and the potential benefit for the District's students will be taken into consideration in reviewing a request for professional leave.~~

~~Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.~~

Military Leave

~~Employees will be entitled to his or her regular salary for each day absent for military service up to a maximum of fifteen (15) school days per year (defined in this section as October 1 through September 30):~~

~~Employees called to duty in emergency situations by the Governor or the President will be granted leave with pay not to exceed thirty (30) working days. Notwithstanding any other law, during the period that an employee of the District is called to active duty as a member of the National Guard or any of the reserve components of the armed forces by order of the President or the Governor of an emergency nature or contingency for more than thirty (30) working days, the employee will be eligible for continued proportionate salary payments which, when combined with the employee's active duty pay, equal the amount that the employee would have otherwise received but for the employee's required active duty under the order of the President or the Governor. This leave will be granted in addition to all other leave to which the employee is entitled.~~

~~"Emergency situations" means any case of invasion, disaster, insurrection, riot, breach of peace, or imminent danger thereof, threats to the public health or security, or threats to the maintenance of law and order. Employees called into active military duty with the Reserves or National Guard will retain all seniority rights and benefits as of the time they are called to military service, provided they notify in writing the District within ninety days after the effective date of their release from active duty. The right of reemployment will conform with all federal government rules and regulations.~~

~~An employee who leaves employment with the District to serve in the uniformed services of the United States and returns to employment with the District within a five-year period will be treated as not having incurred a break in service. In the event an employee's child or spouse has received orders for deployment to a war zone, the employee will be granted leave at the cost of a substitute in order to visit the child or spouse. In addition, the employee will be granted leave at the cost of a substitute to visit a child or spouse who has returned from deployment to a war zone. No more than three days of leave may be taken under this provision in any single school year.~~

~~Legal Reference: ——— A.C.A. § 6-17-211~~

~~Additional Reference: — ASBA Model Policies~~

~~Date Adopted: June 22, 2020~~

~~Last Revised: February 8, 2021~~

~~8.7.4—PERSONAL AND PROFESSIONAL LEAVE FOR PARAPROFESSIONALS~~

~~Personal Business Leave~~

~~A paraprofessional employee who has completed one year of service in the District will be allowed one day personal business leave annually at no cost to the employee. After an individual has completed three or more years of service in the District, two days of personal business leave will be allowed. Personal business leave may not be taken on days immediately preceding or following school calendar vacation periods, except in cases of an emergency. Emergency requests specifying the reason must be given in writing to the immediate supervisor for approval. Such leave will be cumulative to seven days which will be a maximum for any year.~~

~~Personal business leave that is earned in excess of the maximum number of seven days accumulation will be transferred to the employee's sick leave account at the end of the school year. Requirements for claiming personal business:~~

- ~~1. The building principal or the immediate supervisor must be notified in writing at least twenty-four hours prior to taking such leave. Exceptions may be made in cases of an emergency where such notice is impossible; and~~
- ~~2. The number of personal business leaves from any school or administrative unit will not exceed five people or ten percent of those eligible for such leave under this Policy, whichever is greater, on any particular day. Requests for leaves in excess of this Policy will be denied except in cases of an emergency.~~

~~Severance, Retirement, or Death~~

~~If after ten or more years' service to the District, an employee's service ends by severance or retirement, that employee will receive payment for his or her unused personal business leave at the base rate of current substitute pay.~~

~~If after ten or more years' service to the District, an employee dies while employed by the District, that employee's beneficiary will receive payment for the employee's unused personal business leave at the base rate of current substitute pay.~~

~~Professional Leave~~

~~"Professional Leave" is leave granted for the purpose of enabling an employee to participate in professional activities which can serve to improve the employee's ability to perform his duties. Professional leave will also be granted when a District employee is subpoenaed for a matter arising out of the employee's employment with the District. Any employee seeking professional leave must make a written request to his or her immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the Superintendent. Budgeting concerns and the potential benefit for the District's students will be taken into consideration in reviewing a request for professional leave. Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.~~

~~Military Leave~~

~~Employees will be entitled to his or her regular salary for each day absent for military service up to a maximum of fifteen (15) school days per year (defined in this section as October 1 through September 30).~~

~~Employees called to duty in emergency situations by the Governor or the President will be granted leave with pay not to exceed thirty (30) working days. Notwithstanding any other law, during the period that an employee of the District is called to active duty as a member of the National Guard or any of the reserve components of the armed forces by order of the President or the Governor of an emergency nature or contingency for more than thirty (30) working days, the employee will be eligible for continued proportionate salary payments which, when combined with the employee's active duty pay, equal the amount that the employee would have otherwise received but for the employee's required active duty under the order of the President or the Governor. This leave will be granted in addition to all other leave to which the employee is entitled.~~

~~“Emergency situations” means any case of invasion, disaster, insurrection, riot, breach of peace, or imminent danger thereof, threats to the public health or security, or threats to the maintenance of law and order. Employees called into active military duty with the Reserves or National Guard will retain all seniority rights and benefits as of the time they are called to military service, provided they notify in writing the District within ninety days after the effective date of their release from active duty. The right of reemployment will conform with all federal government rules and regulations.~~

~~An employee who leaves employment with the District to serve in the uniformed services of the United States and returns to employment with the District within a five-year period will be treated as not having incurred a break in service. In the event an employee's child or spouse has received orders for deployment to a war zone, the employee will be granted leave at the cost of a substitute in order to visit the child or spouse. In addition, the employee will be granted leave at the cost of a substitute to visit a child or spouse who has returned from deployment to a war zone. No more than three days of leave may be taken under this provision in any single school year.~~

~~Legal Reference: ——— A.C.A. § 6-17-211~~

~~Additional Reference: ——— ASBA Model Policies~~

~~Date Adopted: June 22, 2020~~

~~Last Revised: February 8, 2021~~

~~8.7.5—PERSONAL AND PROFESSIONAL LEAVE FOR TRANSPORTATION~~

~~Personal Business Leave~~

~~A transportation employee will be allowed one day personal business leave annually at no cost to the employee. Personal business leave may not be taken on days immediately preceding or following school calendar vacation periods or during the first or last ten workdays in the school year, except in cases of an emergency. Leave will be allowed only if there are sufficient substitutes available. Emergency requests specifying the reason must be given in writing to the immediate supervisor for approval. Such leave will be cumulative to two days which will be a maximum for any year.~~

~~Requirements for claiming personal business:~~

- ~~1. The supervisor of transportation must be notified in writing at least one calendar week, seven days, prior to taking such leave. Exceptions may be made in cases of an emergency where such notice is impossible; and~~
- ~~2. The number of personal business leaves on any particular day will not exceed two for bus drivers and one for bus aides.~~
- ~~3. Leave will be granted on a first-come, first-serve basis.~~

~~The supervisor of transportation must be notified of any request for exceptions to the above.~~

~~Severance, Retirement, or Death~~

~~If after ten or more years' service to the District, an employee's service ends by severance or retirement, that employee will receive payment for his or her unused personal business leave at the base rate of current substitute pay.~~

~~If after ten or more years' service to the District, an employee dies while employed by the District, that employee's beneficiary will receive payment for the employee's unused personal business leave at the base rate of current substitute pay.~~

~~Professional Leave~~

~~"Professional Leave" is leave granted for the purpose of enabling an employee to participate in professional activities which can serve to improve the employee's ability to perform his duties. Professional leave will also be granted when a District employee is subpoenaed for a matter arising out of the employee's employment with the District. Any employee seeking professional leave must make a written request to his or her immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the Superintendent. Budgeting concerns and the potential benefit for the District's students will be taken into consideration in reviewing a request for professional leave.~~

~~Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.~~

Military Leave

~~Employees will be entitled to his or her regular salary for each day absent for military service up to a maximum of fifteen (15) school days per year (defined in this section as October 1 through September 30):~~

~~Employees called to duty in emergency situations by the Governor or the President will be granted leave with pay not to exceed thirty (30) working days. Notwithstanding any other law, during the period that an employee of the District is called to active duty as a member of the National Guard or any of the reserve components of the armed forces by order of the President or the Governor of an emergency nature or contingency for more than thirty (30) working days, the employee will be eligible for continued proportionate salary payments which, when combined with the employee's active duty pay, equal the amount that the employee would have otherwise received but for the employee's required active duty under the order of the President or the Governor. This leave will be granted in addition to all other leave to which the employee is entitled.~~

~~"Emergency situations" means any case of invasion, disaster, insurrection, riot, breach of peace, or imminent danger thereof, threats to the public health or security, or threats to the maintenance of law and order. Employees called into active military duty with the Reserves or National Guard will retain all seniority rights and benefits as of the time they are called to military service, provided they notify in writing the District within ninety days after the effective date of their release from active duty. The right of reemployment will conform with all federal government rules and regulations.~~

~~An employee who leaves employment with the District to serve in the uniformed services of the United States and returns to employment with the District within a five-year period will be treated as not having incurred a break in service. In the event an employee's child or spouse has received orders for deployment to a war zone, the employee will be granted leave at the cost of a substitute in order to visit the child or spouse. In addition, the employee will be granted leave at the cost of a substitute to visit a child or spouse who has returned from deployment to a war zone. No more than three days of leave may be taken under this provision in any single school year.~~

~~Legal Reference: ——— A.C.A. § 6-17-211~~

~~Additional Reference: — ASBA Model Policies~~

~~Date Adopted: June 22, 2020~~

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