

Duchesne County School District - Policy Recommendation

3.0411.02 Sick Leave, Maternity, Paternity, & Bereavement Leave

Existing Policy	Recommended Policy
<p><b>3.0411.01 LEAVE POLICY</b></p> <p><i>Issue Date: 11/14/96 Updated: 11/14/19</i></p> <p>It is the professional responsibility of every contracted employee to use leave only for the purpose intended. Any proven misuse thereof would be considered unethical, unprofessional, in violation of the employee's contract and would constitute reason for deduction in pay at the daily rate of earnings for each of the days involved. Misuse could also constitute reason for and possible adverse employment action on the first or any succeeding violations. The employee shall (as the Board may require) furnish evidence for the necessity of being absent.</p>	<p><b>3.0411.01 LEAVE POLICY</b></p> <p><i>Issue Date: 11/14/96 Updated: 11/14/19</i></p> <p>It is the professional responsibility of every contracted employee to use leave only for the purpose intended. Any proven misuse thereof would be considered unethical, unprofessional, in violation of the employee's contract and would constitute reason for deduction in pay at the daily rate of earnings for each of the days involved. Misuse could also constitute reason for and possible adverse employment action on the first or any succeeding violations. The employee shall (as the Board may require) furnish evidence for the necessity of being absent.</p> <p>It is the professional responsibility of educators to follow administrator directions and continue to serve students through such actions as: providing lesson plans, maintaining grades, and giving educational feedback to students, etc. while on any type of leave.</p>
<p><b>3.0411.02 SICK LEAVE</b></p> <p><i>Issue Date: 9/12/96 Updated: 4/13/23</i></p> <p>Employees are permitted to use sick leave for:</p> <ol style="list-style-type: none"> <li>1. Personal illness</li> <li>2. <del>Death of an employee's spouse, child, parent, brother, sister, son-in-law, daughter-in-law, parents-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchildren, aunts, and uncles or significant other as approved by the building principal and/or the Superintendent.</del></li> <li>3. For emergency situations involving employee's spouse, children, parents, or parents-in-law for the following reasons: Hospitalizations; Serious illness; Medical Treatment; Legal commitment (other than jury duty or guard duty) i.e. subpoenaed to court.</li> </ol>	<p><b>3.0411.02 SICK LEAVE / Maternity, Paternity, &amp; Bereavement Leave</b></p> <p><i>Issue Date: 9/12/96 Updated: ?</i></p> <p>Employees are permitted to use sick leave for:</p> <ol style="list-style-type: none"> <li>1. Personal illness</li> <li>2. For emergency situations involving the employee's spouse, children, parents, or parents-in-law for the following reasons: Hospitalizations; Serious illness; Medical Treatment; Legal commitment (other than jury duty or guard duty) i.e. subpoenaed to court.</li> </ol> <p><b>MATERNITY LEAVE</b></p> <p>Maternity Leave is to be used for the mother's recovery and begins at the birth of the child. Paid Maternity Leave is available only for contract work days listed on the employee's work calendar.</p>

4. Benefited employees may request up to twenty (20) days additional sick leave for newborn baby care. All accrued personal days must be used before this leave can be granted. Accrued sick leave may be saved for future needs. All costs incurred by this leave will be paid by the employee through an actual substitute cost reduction in salary.

1. Employees who qualify for paid leave benefits, and who donated to the Sick Leave Bank that school/contract year, qualify for up to six (6) consecutive calendar weeks (30 days) of paid Maternity Leave for vaginal birth or up to eight (8) consecutive calendar weeks (40 days) of paid Maternity Leave for cesarean birth.
2. Other District leave options, both paid and unpaid, may also be used for additional leave for the mother's recovery; i.e. Sick Leave, Personal Leave, or FMLA (non-paid leave).
3. Maternity Leave runs concurrently with FMLA.
4. To access Maternity Leave:
  - a. Benefited employees must be a member of the Sick Leave Bank.
  - b. A benefited employee shall repay compensation received for Maternity Leave days used if the employee terminates employment with the District for other than medical reasons before completion of the current contract year.
5. If the employee has submitted their resignation for the current contract year, the employee is ineligible for Maternity Leave.

#### PATERNITY LEAVE

Benefited employees whose spouse has given birth may request up to five (5) days of paternity leave for newborn baby care. Paternity leave can only be taken during the first four (4) weeks after the birth. All accrued personal days must be used before this paternity leave can be granted. Accrued sick leave may be saved for future needs. Costs incurred by this paternity leave will be paid by the employee through a substitute cost deduction in salary.

#### BEREAVEMENT LEAVE

Employees who qualify for paid leave benefits receive released time with pay for bereavement in the case of the death of a family member.

1. Employees who qualify for paid leave benefits shall be granted, for funeral and related issues, up to eight (8) days absence without pay deduction in the event of the death of a

### 3.0411.10 PERSONAL LEAVE

*Issue Date: 9/12/96 Updated: 11/14/19*

An employee is allowed up to three (3) days personal leave, the first two (2) days at no deduct and the balance at substitute deduct (at lowest level substitute rate). When personal leave is used, it is not subtracted from the ten (10) day annual sick leave allotment. If the no-deduct days are not used during the year, they are paid at the end of the school year at substitute rate.

Personal leave cannot be taken during the first or last week of school, or the day before or after a school holiday, except in cases of extreme emergency (must be approved by principal). No more than ten percent (10%) or next whole number, of a school staff may use personal leave before or after a school holiday.

Although personal leave is not accumulative, two days of personal leave, if not taken, may be carried

spouse, parent/step-parent, or child and any other child who is being or was parented by the employee and resides or resided in the home.

2. Employees shall be granted, for funeral and related issues, up to three (3) days of absence without pay deduction in the event of the death of the employee's spouse's parent/step-parents or the employee's or spouse's grandchild, brother, sister, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, or other person residing in the employee's home.
3. Bereavement Leave is provided only for the death of individuals listed under items 1 and 2. Employees who need to miss work because of the death of an individual not covered in this policy, or needing additional bereavement days, should refer to the other leave provisions of this policy.

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Although personal leave is not accumulative, two days of personal leave, if not taken, may be carried forward to the next school year. Each employee is limited to a maximum of five (5) days personal leave

forward to the next school year. Each employee is limited to a maximum of five (5) days personal leave per year. Employees with 15 years in the District are allowed three (3) of these five at no deduct; those with 20 years are allowed up to five at no deduct if carried forward.

per year. Employees with 15 years in the District are allowed three (3) of these five at no deduct; those with 20 years are allowed up to five at no deduct if carried forward.

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