



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE LEAVES
Code	po3431
Status	First Reading
Adopted	May 25, 2016
Last Revised	November 20, 2024

3431 - **EMPLOYEE LEAVES - reordered to match NEOLA - one change at the end are the only real changes-Leave to Tesity, besides an additional Statute reference added.**

The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 - Unrequested Leaves of Absence, Policy 3430.01- FMLA, and Policy 3430 - Leaves of Absence.

A. **Sick Leave**

Staff members may use individual banked Sick Leave as specified in the Employee Handbook.

B. ~~Paid Time Off~~ **Personal Leave (PTO)**

Staff members are eligible for Paid Time Off (PTO) as specified in the Employee Handbook.

C. ~~Sick Leave~~

~~Staff members may use individual banked Sick Leave as specified in the Employee Handbook.~~

D. **Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

E. **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee.

F. **Leave for Jury Duty** ~~Leave~~

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

G. **Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member, who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation, may be late for or absent from work using PTO or unpaid leave, if the lateness or absence is due to the staff member responding to an emergency that beings before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

H. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is PTO first, then sick leave, then unpaid leave. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available, an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in Policy 3430.01 - Family & Medical Leave of absence ("FMLA").

I. Election Official Leave

The Superintendent shall approve a one (1) day leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

If available, a staff member must substitute paid leave such PTO or vacation leave before taking unpaid leave. Banked sick leave may not be used. Staff members may not be penalized for using leave to serve as an election official.

J. Leave to Testify

Any employee who is issued a subpoena to testify in a legal proceeding shall be provided the following:

- A. If the proceeding relates to matters under Chapters 48 or 938 ~~Wis. Stats. of the Wisconsin Statutes~~, the employee may not be discharged from employment for absences due to testifying, provided that the employee immediately notifies the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).
- B. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.

- C. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), or any proceeding involving matters arising within the employee's course of employment shall be provided paid time off, which will not be deducted from the employee's PTO, to do so, such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the Superintendent of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).

D. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee.

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1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

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T.C. 8/25/20
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Revised 2/1/21
Revised 6/15/22
Revised 5/15/24

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Legal
6.76 Wis. Stats.
7.33 Wis. Stats.
103.87 & 103.88, Wis. Stats.

Cross References
[po3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY](#)
[po3430 - LEAVES OF ABSENCE](#)
[po3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE \("FMLA"\)](#)

Last Modified by Ellen Suckow on September 5, 2025