

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

<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>
Local Leave	<p>Each employee shall earn five, six, or seven paid local leave days per school year in accordance with administrative regulations based on the applicable work calendar of ten, 11, or 12 months for the employee's position.</p> <p>Local leave shall accumulate without limit.</p> <p>Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]</p>
Forfeiture	<p>An employee shall forfeit all accumulated local leave days upon any termination of employment with the District. The District shall not reinstate local leave upon any subsequent reemployment with the District.</p>
Bereavement Leave	<p>An employee shall be granted five days of bereavement leave for use within 30 calendar days after the death of a member of the employee's immediate family.</p> <p>An employee shall be granted three days of bereavement leave to be used within 30 calendar days after the death of the employee's uncle, aunt, niece, nephew, cousin, or grandparent-in-law.</p> <p>The use of these days after the 30 day window requires Superintendent approval.</p> <p>Such leave shall be taken with no loss of pay or other paid leave.</p>
Leave for Religious Observances	<p>Upon giving notice to his or her supervisor, an employee shall be granted in each school year as many as two days of paid leave specifically for participation in religious observances. For purposes of this policy, a "religious observance" shall be defined as a time of religious worship requiring an adherent of a particular religion to abstain from work to satisfy the tenets of an employee's faith.</p>
Friends Helping Friends Leave Donation Program	<p>An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request donations of leave days through the Friends Helping Friends leave donation program, to which District employees may donate local leave for use by the eligible employee. For purposes of the leave</p>