

SUPPORT STAFF LEAVES AND ABSENCES

1. Support staff members who are employed on a twelve-month full-time basis will receive fourteen days sick leave per year. One of these days may be used as a personal/business leave day with 48-hour notification. A total of fourteen days may be accumulated per year, to a maximum of one hundred days. Sick and emergency leave shall be prorated for those employed on less than a twelve-month full-time basis. Full-time, school-year employees working at least 1246 hours per year will receive ten sick days per year, including one personal leave day. Employees working less than 1246 hours will receive no paid leave.
2. Leave days will be computed on a half-day or full-day basis, with ½ day = 3.5 hours.
3. Bereavement leave will be deducted from sick leave. Two (2) days per occurrence will be granted for death in the immediate family (spouse, child, stepchild, parent, stepparent, in-law, grandparent or grandchild). One day will be granted for aunt, uncle or cousin.
4. An employee who is called for jury service shall be permitted to be absent from his or her duties without loss of pay and without charge against any leave. The employee shall be obligated to refund to the School District the total amount received for jury duty less the amount of mileage reimbursement. In order to receive the payment under this section, the employee must give the principal or the principal's designated representative five (5) days prior written notice of the summons for service, and must furnish satisfactory evidence that such service was performed on the days for which a payment is claimed. An employee not required to perform jury duty all day shall return to work.
5. General leaves of absence may be granted, not to exceed twelve months, to persons employed on a full-time basis for at least five years. Granting of the leave of absence is wholly at the discretion of the School Board, who will consider mutual benefits to the School District and the employee in considering such requests. Where no mutual benefit can be discerned, the leave shall be denied. If granted a leave of absence, the employee's reinstatement will be dependent upon the availability of a position, with preference to be given the employee returning from leave of absence. In all instances, the leave of absence shall be granted without pay and without credit counted toward years of employment experience with the District.

Adopted: _____

Last Revision: _____ February 8, 2017 _____

Last Review: _____ February 8, 2017 _____
