

Snake River School District #52

PERSONNEL

5400

Leaves of Absence

The Board believes that the provision of leaves in addition to the contractual leaves provided by the Master Agreement helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Board has the authority to grant any employee's request for a leave of absence. A leave of absence may be at the request of the employee or may be done involuntarily by action of the Board. The Board may also delegate this authority to a designee.

Delegation of Authority

Through this policy, the Board has delegated this ongoing authority to the Superintendent, both with regard to acceptance of an employee's request for leave of absence as well as an action of placing a certificated employee on an involuntarily leave of absence.

Upon the Superintendent's action to place a certificated employee on a period of involuntary leave of absence, the Board shall ratify or nullify action of the Superintendent at the next regularly scheduled meeting of the Board or at a special meeting of the Board should the next regularly scheduled meeting of the Board not be within a period of 21 days from the date of the action. Whether such leave is with pay or without pay shall be determined when applying the appropriate principles of Section 33-513(7), Idaho Code.

A Superintendent's acceptance of a certificated employee's request for leave of absence shall be put before the Board for ratification at the next regularly scheduled meeting of the Board or within twenty-one (21) days, whichever comes first.

The Superintendent is delegated the authority to address classified personnel leave without notification to the Board and is delegated authority to address classified personnel discipline and termination without Board approval.

Sick Leave

Sick leave shall be granted at the rate of eleven (11) days per year for certificated personnel under a 157 working-day contract. Sick leave shall be granted at the rate of eleven (11) days per year for classified personnel working a full 145-day school year. Sick leave must be taken in no less than one-half day increments.

The Board of Trustees may require proof of illness adequate to protect the District against malingering and false claims of illness.

The Board of Trustees shall not provide compensation for unused sick except as described in I.C. 33-1228.

Transfer of accumulated sick leave is possible only if the employee worked the preceding school year in an Idaho district from which they are requesting the transfer. The manner and form for transferring sick leave from one Idaho school district to another is prescribed by the Idaho State Department of Education. It will be the responsibility of the employee to initiate a request for transfer of sick leave from one district to another. Accumulated sick leave from another state is not transferable.

Sick leave may be used for illness of an employee or illness of members of the employee's family. (Family shall consist of husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, uncle, aunt, niece, nephew, first cousins, or any resident living in the same household).

A Sick Leave Bank will be provided for each participating teacher as outlined in the Negotiated Agreement, Article II. A Sick Leave Bank will be provided for each participating classified employee as outlined in 5400P.

Maternity Leave for teachers will be available according to the following:

1. Leave without pay may begin any time after commencement of the pregnancy and continue for a period of time up to one (1) year after a child is born. Notification, in writing, shall be made at least thirty (30) days prior to the expected leave date.
2. Leave without pay may be granted when adopting an infant child of one (1) year or less at any time during the first year after receiving the infant child. Notice, term, and conditions shall be as stated in paragraph 1.
3. Teachers granted maternity or parental leave shall have the option to retain available fringe benefits by assuming the total cost of the fringe benefits package.

Accrual of Unused Sick Leave

Employees may accrue unused sick leave. Upon retirement, an employee's accumulated unused sick leave must be reported by the District to the public employee retirement system.

Bereavement Leave

Up to two (2) days bereavement leave per incident shall be available to employees for the purpose of attending funerals of members of the employee's immediate family, i.e., spouse, parents, spouse's parents, children, step-children, brother or sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, spouse's grandparents, or grandchildren. Additional bereavement leave chargeable to sick leave may be taken.

Time for attending the funeral of a close friend, associate, or relative may be allowed at the discretion of the Superintendent or his designee. Days used for this purpose shall be deducted from the employee's sick leave entitlement.

Personal and Emergency Leave

Personal leave shall be granted, upon request, in no less than one-half (1/2) day increments to conduct personal business that cannot be taken care of during normal off duty time.

Employees shall be granted personal leave at the rate of four (4) days (prorated for employees working less than 145 days) per school year. Up to two (2) days of unused personal leave may be transferred to the next year, with a six (6) day maximum accumulation and six (6) day maximum use in any one school year.

As an incentive, if personal leave is not used, the employee may be paid for up to three days at the annually established rate of pay per day for substitutes. Certificated employees will be paid at the substitute teacher rate. Classified employees will be paid at the regular classified substitute rate. Such payment will be made after the close of the school year.

Up to one (1) additional day may be taken with the teacher paying the daily substitute rate for that additional day taken.

Cross Reference Negotiated Agreement, Snake River Education Association with Snake River School District #52

Legal References: 42 U.S.C. §§ 2000(e), *et seq.* Title VII of the Civil Rights Act of 1964
 I.C. § 33-513 District Trustees - Professional Personnel
 I.C. § 33-1216, *et seq.* Teachers - Sick and Other Leave
 I.C. § 33-1228 Teachers - Severance Allowance at Retirement

Policy History:

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