

Leaves

The following is intended to provide general information concerning leaves in our District as provided for by the Negotiated Agreement.

There are three main types of leaves provided for by law and in the Negotiated Agreement. They are:

- **Article 7.1 - Sick Leave and Long Term Disability**
- **Article 7.2 - Personal Leave**
- **Article 7.3 - Parental Leave**

The following summarizes the provisions of the leaves as stated in the agreement.

Article 7.1 - Sick Leave and Long Term Disability

Employees are granted fifteen (15) sick days per year. Any unused sick days accumulate to a cap listed in the agreement. Sick leave is granted for personal illness, the illness or death of an immediate family member or household. An immediate family member, as defined by school code would include children, spouse, parents, siblings, grandparents, grandchildren, in-laws and legal guardians.

Sick leave may also be granted in the event of the death of a person who is not part of the immediate family. This leave is granted on a non-precedentary basis and at the discretion of the district.

The district may request a note from the doctors verifying your illness. This usually happens for chronic illnesses, but the district can request a note at any time.

Sick Leave Bank

When an employee has exhausted all of the available sick days, that employee may apply to the sick leave bank. The Sick Leave bank is established for use for continuous, long-term major disability or illness of the employees. The procedure is listed in Article 7.2 D of the agreement, but generally, when an employee's available sick days are used up, he/she applies for entrance into the sick leave bank, he/she will:

- Submit a doctor's statement verifying the illness.
- Lose 4 days of pay before entering the sick leave bank. (This will not apply if the illness has lasted longer than 60 days.)
- The use of the sick leave bank shall be for no more than 60 days or a school term.
- If the employee is still unable to return to work, then that employee applies to long-term disability.

When the total number of days in the sick leave bank falls below 300, then each teacher donates a day to the sick leave bank from his/her accumulated total.

Article 7.2 - Personal Leave

Each teacher receives two (2) personal days per year. Personal leave is just that, leave available to employees for their personal use.

The following points regarding personal leave are important:

- An employee may not use a personal day in order to work at another type of job.
- A written request must be submitted at least 2 days prior to the personal day. A verbal request may be made in the event of an emergency.
- ***The district may not require a reason for the use of personal leave days with the exception of the use of these days during particular times of the year.***
- Personal days for the months of May and June may be used only for non-recreational use. All an employee needs to do, when the personal leave request form is filled out, is attest to this fact by signing it. ***A reason is not needed or required.***
- Requests for personal leave adjacent to a holiday, vacation or the end of a school term must be made in writing to the Associate Superintendent for Human Resources. ***An explanation must accompany this request.*** Such request may or may not be approved depending on the situation.
- Two (2) additional days shall be granted to employees taking part in religious observances not otherwise scheduled during the school year.
- If no personal leave days are used in a year, one (1) day carries over to the next year.
- Unused personal leave days accumulate as sick leave.

Article 7.3 - Parental Leave

There is often a great deal of confusion regarding maternity/child rearing leave and the use of sick leave. There are several factors that come into play for parental leave.

Sick Leave is used for illness, either the employee or to care for an immediate member of the family. Sick leave is used for the recovery of the mother following the birth of a child. The length of time required for the recovery from a birth, is determined by the doctor. Generally, the length of recovery for a normal birth is six (6) weeks and eight (8) weeks for a caesarian section. When the mother has recovered and wishes to continue on a parental leave then this becomes unpaid. An employee may not use sick leave for parental leave.

Parental Leave is guaranteed by the Negotiated Agreement and by law through the Family Medical Leave Act (FMLA). FMLA allows for up to twelve (12) weeks of unpaid leave. The employee can request for and generally be granted leaves of greater duration. Unpaid leaves may last up to two (2) years for each occurrence. It is up to the administration whether to grant leave longer than two years. It is up to their discretion.

The following points regarding parental leave are important:

- The employee must notify the District (The Assistant Superintendent for Human Resources) no later than the fourth month of the pregnancy. The employee is to provide a written statement from the doctor indicating the expected due date of delivery.
- The employee must apply for parental leave at least 120 days before the expected birth.
- The District will pay its portion of health insurance premiums during the twelve weeks of FMLA leave **only** if the employee returns to work immediately following the FMLA leave, otherwise, the employee is responsible for the entire insurance premium in order to maintain district health insurance during an unpaid leave.
- The parental leave provisions are also applicable to adoptions.
- A male employee is also entitled to parental leave.

Part-Time Leaves

The district may from time to time allow an employee to take a part-time leave. The advantage to a part-time leave is that the employee maintains tenure. Part-time leaves are provided for in the Negotiated Agreement under **Article 6.15 Part-time Employees.**

Part-time employees are paid on a pro rata basis and the board's contributions for insurance are also paid on a pro rata basis. Part-time leaves are also granted for up to two (2) years. The district may at its discretion lengthen such leaves.

Please note that it is the Association's goal to have the district fill vacancies with full-time employees rather than part-time, and the district is encouraged by the Negotiated Agreement to combine positions to provide full-time employment. The Association does recognize the need of our members who require a part-time position from time to time.