

## Noncertificated Staff Leaves and Absences

Employees are expected to come to work every day. The board of trustees recognizes, however, that certain absences are unavoidable. At such times, it desires employees to return to work at the earliest time commensurate with good health, safety, and reasonable personal consideration. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness. Employees will strive to attain attendance records with no absences as defined below:

- Absence: Any failure to report for or remain at work as scheduled regardless of reason, including illness, when the absence or leave has not been approved in advance. Leaves and absences approved in advance must be in accordance with school board policies. Advance approval for absence for illness or other emergency means that proper notification has been given.

### Sick Leave

The board will provide paid sick leave for their employees as provided in Idaho Code. No compensation can be made for unused sick leave. However, sick leave shall be used to determine the amount to be credited to a retiring employee's retirement account to pay medical and life insurance premiums.

1. Each employee accrues sick leave at the rate of 1 day per month of service. Sick leave not used during the current or previous years may be accumulated (from 1976, where applicable) the maximum amount of sick leave currently accumulated and to which any specific employee has at the conclusion of the end of the 2010-2011 school year, plus those hours to which such employee will earn during the 2011-2012 school year, so long as the employee remains continually employed.
2. To the extent allowed by applicable Idaho law, rule or regulation, sick leave can be utilized to determine the amount to be credited to a retiring employee's retirement account to pay for medical and life insurance premiums.

Sick leave is to be used for personal illness or immediate family illness. Immediate family includes parents, children and spouse. Exceptions to immediate family must have the approval of the superintendent.

### Bereavement Leave

All district employees will be allowed five(5) days of bereavement leave for the death of any member of a family to include spouse, child, grandchild, parent, grandparent, sibling, niece, or nephew, of the employee or his/her spouse. If it is requested, the building principal or

superintendent may extend the definition of a family member and/or the length of leave with the balance from the employee's accumulated sick leave.

### **The Family and Medical Leave Act**

It will be the policy of the Bruneau-Grand View Joint School District No. 365 to provide all provisions of The Family and Medical Leave Act to eligible employees. The law, which contains employee eligibility for benefits, entitlement to leave, maintenance of health benefits during leave, and job restoration after leave, notice and certification of the need for FMLA leave, and protection for employees who request or take FMLA leave. Additionally, records will be kept on all requests and use of the FMLA leave.

### **Maternity/Paternity/Parental Leave**

A staff member who is employed by the school system and anticipates the need for maternity/paternity/parental leave should write a letter to the superintendent of schools. The letter should outline the approximate dates in which maternity/paternity/parental leave is being requested and whether the staff member plans to use accrued sick leave hours\_or unpaid leave as provided in The Family Medical Leave Act or both.

Maternity/paternity/parental leave exceeding twelve (12) weeks will require a written statement from the attending licensed physician. In addition, a similar statement from the attending physician will be required approving the return to work.

### **Personal Business Leave**

Upon approval of the superintendent, noncertificated personnel shall be granted leave of absence at full pay for personal business that cannot be conducted when school is not in session. This allowance shall not exceed Two(2) days per year and is non-cumulative.

### **Witness and Jury Duty**

When a school district employee is subpoenaed to testify in court in a case in which he/she is not a party (unless the case is related to his/her position in the Bruneau-Grand View School District) or is summoned to serve on a jury, he/she will be granted leave when such subpoena or summons is verified. During any such absence, such employee will be entitled to receive his/her regular salary and all fringe benefits he/she would normally receive.

All fees received for each court appearance or services, up to but not in excess of the employee's rate of pay, will be remitted to the district.

### **Noncertificated Staff Leaves and Absences (continued)**

### **Policy 503.5**

#### **Military Service**

Noncertificated employees will be given leave of absence when called for military service. Upon completion of military service, the employee shall be returned to his/her original position

with experience credit and salary adjustments.

Voluntary enlistment in the military service shall not constitute leave of absence authorization.

**Absence Without Pay**

Leave of absence without pay may be authorized by the superintendent for purposes which he considers urgent and necessary but not covered by paid leave policies. For such absences, deductions from the employee's salary will be made in accordance with the school district's pay deduction regulations.

The employee shall make application for authorization at least ten days in advance of the occurrence or, if advance application is not possible, not later than ten days after the occurrence. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

Involuntary absence not heretofore provided for may be excused by the superintendent. The employee shall make application to the superintendent immediately for excuse for such absence, and deductions in salary shall be made unless such deductions are specifically waived by the superintendent.

Absences other than those herein provided, or failure to follow the foregoing policy, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

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