

EXECUTIVE SUMMARY OF LEAVE LIMITS BY BARGAINING GROUP

Bargaining Group	Personal Leave	Illness, Injury, & Emergency Leave	Bereavement Leave	Other
<p>CERTIFICATED STAFF</p> <p>(Article 9)</p>	<ul style="list-style-type: none"> • Applications for personal leave will be delivered to HR at least one (1) week prior to the requested absence from duty. That office will notify the applicant of approval or rejection within three (3) school days of the receipt of the application. • 2 days allocated per year – May accumulate 10 days • Leave may be taken in ½ day increments for professional growth reasons or for extraordinary circumstances • No one can be refused a personal leave day after it has been approved • The District shall have the right to limit the number of personal leave days to extend winter break, mid-winter break, and spring break. Priority will be given to serious obligations in the immediate family, including a wedding, graduation, or reunion or a once in a lifetime opportunity. • The District can refuse authorization if the number of staff members requesting the same personal leave day makes it unlikely that the District can provide enough substitutes. • The District has the right to refuse authorization if the request includes “Black Out Days” defined as the first five (5) student days and the last five (5) student days. 	<ul style="list-style-type: none"> • 12 days – front loaded. • These days are to be used for absence caused by illness or injury or emergency of the employee or employee’s household, to care for sick children under age 18, spouse, domestic partner, parent(s), parent(s)-in-law, grandparent(s), or adult children with disabilities who have a health condition that requires treatment or supervision. • When a staff member’s illness exceeds three (3) consecutive calendar days, the district will inquire for the purpose of determining FMLA eligibility as required by law. • The District may request a statement from a physician certifying illness when an employee’s absence exceeds five (5) working days or the pattern of absences suggests improper use of sick leave. <p>FMLA (Family and Medical Leave Act):</p> <ul style="list-style-type: none"> • Staff members may qualify for up to twelve (12) weeks of job-protected leave for certain family and medical reasons. • Staff members will be required to substitute accrued illness and emergency leave as part of family medical leave. • To be eligible for consideration, a staff member must be in their first year of employment with the District, or have worked for nine hundred five (905) hours over the previous contract year. • 	<ul style="list-style-type: none"> • Absence owing to death in the immediate family shall be granted with full pay for up to five (5) days. • Immediate family shall be defined as the following family relationships to both the staff member and spouse/domestic partner: father and mother, spouse/domestic partner, children, siblings, grandparents, grandchildren, aunts and uncles, nephews and nieces, and any relative or significant other residing in the staff member’s household. • One (1) day of bereavement leave will be allowed for a close friend. This day may be taken from personal leave or emergency leave. 	<p>Leave for Civic Responsibility:</p> <ul style="list-style-type: none"> • Employees are eligible to be granted a leave of absence for jury duty when the employee is not exempted from jury service, to serve as a witness at hearing or trial, or to exercise similar civic duties as may be required. <p>Flex-time Leave for Religious Purposes:</p> <ul style="list-style-type: none"> • Staff members whose religious affiliations require observances of mandatory holy days on days when school is in session will be granted up to two (2) days’ unpaid flex-time leave for this purpose <p>Leave Without Pay – Short Term</p> <ul style="list-style-type: none"> • Personal Reasons: On a day-to-day basis, at the discretion of the Superintendent or designee, absences may be granted without pay for purely personal reasons for purposes not covered in the above provisions. <p>Pregnancy Leave:</p> <ul style="list-style-type: none"> • If individual circumstances result in a longer or shorter period of disability, the attending physician shall determine the duration of such period.

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<p>PARA-PROFESSIONALS INCLUDING UNS</p> <p>(Article 9)</p>	<ul style="list-style-type: none"> • Two (2) personal leave days per year. These personal leave days will be with pay available on the following basis: <ul style="list-style-type: none"> ○ A day shall be defined as having the same length as the regular workday. ○ May be taken in hourly increments. ○ Except in cases of an unanticipated circumstance, the day shall be scheduled at least five (5) working days prior to the leave. ○ The day may be used to extend a vacation period or holiday if a substitute has been arranged in advance • Applications for personal leave will be delivered to the Executive Director of HR or designee. • That office will notify the Paraprofessional of approval or rejection within five (5) school days of the receipt of the application. • No one can be refused a personal leave day after it has been approved. • The Executive Director of HR shall have the right to refuse authorization if the number of Paraprofessionals selecting the same day makes staffing an unreasonable burden, or if there are unique program considerations that make authorization unreasonable. 	<ul style="list-style-type: none"> • Leave accrued at 1 prorated day per payroll month of employment. • The District shall project the number of annual days of leave at the beginning of the school year according to the estimated calendar months the employee is to work during the year. • The employee shall be entitled to the projected number of days provided that at termination prior to the end of the school year, a deduction shall be made in excess of the accrual. • When illness or injury leave exceeds three (3) consecutive days, or possible abuse of the use of illness or injury leave is suspected, a written statement from a physician verifying the employee's need for leave may be requested. • Up to five (5) days per year may be granted for emergency situations that are of such a nature that pre-planning is not possible. <p>FMLA (Family and Medical Leave Act):</p> <ul style="list-style-type: none"> • Staff members may qualify for up to twelve (12) weeks of job-protected leave for certain family and medical reasons. • Staff members will be required to substitute accrued illness and emergency leave as part of family medical leave. • To be eligible for consideration, a staff member must be in their first year of employment with the District, or have worked for nine hundred five (905) hours over the previous contract year. 	<ul style="list-style-type: none"> • Absence due to death in the immediate family shall be granted with full pay for up to five (5) days for each occurrence. • Immediate family shall be defined as the following family relationships to both the employee and spouse: 1)father and mother, 2) spouse, 3) children, 4) siblings, 5) grandparents, 6) grandchildren, 7) aunts and uncles, 8) nephews and nieces, and 9) any relatives or significant others residing in the employee's household. • One day of bereavement leave will be allowed for a close friend. This day may be taken from emergency leave. Such leave may not be accumulated. 	<p>Leave for Civic Responsibility:</p> <ul style="list-style-type: none"> • Employees are eligible to be granted a leave of absence for jury duty when the employee is not exempted from jury service, to serve as a witness at hearing or trial, or to exercise similar civic duties as may be required. <p>Leave for Religious Purposes:</p> <ul style="list-style-type: none"> • Staff members whose religious affiliations require observances of mandatory holy days on days when school is in session will be granted up to two (2) days' unpaid time leave for this purpose <p>Unpaid Leave of Absence; Short Term:</p> <ul style="list-style-type: none"> • Up to three (3) days per year of unpaid leave may be granted by the Executive Director of HR or designee for personal reasons. Consideration will be given for requests in excess of three (3) days in a year for emergency hardship situations or, once-in-a-lifetime type experiences. • When requests for unpaid leave have been denied, unexcused absences from work will subject the employee to disciplinary action. <p>Unpaid Leave of Absence; Long Term:</p> <ul style="list-style-type: none"> • Upon recommendation of the immediate supervisor and approval of the Executive Director of HR or designee, a regular employee may be granted up to one year's leave of absence without pay, provided, however, that. <p>Pregnancy Leave:</p> <ul style="list-style-type: none"> • If individual circumstances result in a longer or shorter period of disability, the attending physician shall determine the duration of such period. <p>Child Conference Leave</p> <ul style="list-style-type: none"> • 4 hours per year provided that no substitute coverage needed.

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<p style="text-align: center;">FOOD SERVICE</p> <p>(Article IX)</p>	<ul style="list-style-type: none"> Two (2) paid personal leave days shall be available. A personal leave day shall be defined as having the same length as the employee's regular workday. These personal leave days are available each year under the following conditions: <p>Absences may be granted without pay at the discretion of the Executive Director of HR on a day-to-day basis for personal reason for purposes not covered by other provisions of this Agreement.</p>	<ul style="list-style-type: none"> Each regularly assigned employee shall receive credit for twelve (12) days of illness and injury leave at the beginning of each year. New employees hired for regular assignment after the start of the school year shall receive credit for one (1) day of illness and injury leave for each month of the assignment through the balance of the current school year. When absences for illness or injury exceed three (3) consecutive days, or when it can be shown that a history of absence suggests a possible misuse of sick leave, a note from a physician may be required to verify the illness or injury. Consideration will be given to absences that are mandated by the Board of Health. <p>FMLA (Family and Medical Leave Act):</p> <ul style="list-style-type: none"> Staff members may qualify for up to twelve (12) weeks of job-protected leave for certain family and medical reasons. Staff members will be required to substitute accrued illness and emergency leave as part of family medical leave. To be eligible for consideration, a staff member must be in their first year of employment with the District, or have worked for nine hundred five (905) hours over the previous contract year. 	<ul style="list-style-type: none"> Up to five (5) days leave per occasion with pay may be taken by an employee upon request when the absence is occasioned by the death in the immediate family. Immediate family shall be defined as the following: family relationships to both the employee and employee spouse: parent, spouse, child, siblings, grandparent, grandchild, aunts, uncles, nephews, nieces, and any relatives or significant others residing in the household of the employee. Such bereavement leave shall not be deducted from sick leave. Bereavement leave is not cumulative. One (1) day of bereavement leave, taken from emergency leave, will be allowed for a close friend. 	<p>Leave for Civic Responsibility:</p> <ul style="list-style-type: none"> Employees are eligible to be granted a leave of absence for jury duty when the employee is not exempted from jury service, to serve as a witness at hearing or trial, or to exercise similar civic duties as may be required. <p>Leave for Religious Purposes:</p> <ul style="list-style-type: none"> Staff members whose religious affiliations require observances of mandatory holy days on days when school is in session will be granted up to two (2) days' unpaid time leave for this purpose <p>Leave of Absence</p> <ul style="list-style-type: none"> Upon recommendation of the immediate supervisor an employee may be granted a leave of absence for a period not to exceed one (1) year; provided, however, if such leave is granted due to extended illness, one (1) additional year may be granted. <p>Pregnancy Leave:</p> <ul style="list-style-type: none"> If individual circumstances result in a longer or shorter period of disability, the attending physician shall determine the duration of such period. <p>Child Conference Leave</p> <ul style="list-style-type: none"> 4 hours per year provided that no substitute coverage needed.

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<p>MACHINISTS</p>	<p>2 days – May carry over 2 day per year Personal for a maximum of 4 days .</p>	<p>12 days – less than a year shall be appropriate prorated. May require a physician’s signed statement after 5 or more consecutive days</p>	<p>5 days – Immediate family shall be defined as family relations to both employee and spouse: father, mother, spouse, children, siblings, grandparents, grandchildren, aunts, uncles, nephews, nieces and any relative or significant other residing in the employee’s household. One day of bereavement leave will be allowed for a close friend. This day may be taken from personal leave or emergency leave.</p>	<p>Leave for Civic Responsibility:</p> <ul style="list-style-type: none"> • Employees are eligible to be granted a leave of absence for jury duty when the employee is not exempted from jury service, to serve as a witness at hearing or trial, or to exercise similar civic duties as may be required. <p>Leave for Religious Purposes:</p> <ul style="list-style-type: none"> • Staff members whose religious affiliations require observances of mandatory holy days on days when school is in session will be granted up to two (2) days’ unpaid time leave for this purpose <p>Leave of Absence</p> <ul style="list-style-type: none"> • Upon recommendation of the immediate supervisor an employee may be granted a leave of absence for a period not to exceed one (1) year; provided, however, if such leave is granted due to extended illness, one (1) additional year may be granted. <p>Pregnancy Leave:</p> <ul style="list-style-type: none"> • If individual circumstances result in a longer or shorter period of disability, the attending physician shall determine the duration of such period. <p>Child Conference Leave</p> <ul style="list-style-type: none"> • 4 hours per year provided that no substitute coverage needed.