

LEAVE LIMITS

	Personal Leave	Illness, Injury & Emergency Leave	Bereavement Leave	Other
<ul style="list-style-type: none"> • DIST ADMN. • BUILDING ADMN. • UNREP. SALARY • ATHLETIC DIRECTORS 	<ul style="list-style-type: none"> • Authorizations for personal leave will be delivered to the Executive Director of HR. That office will notify the applicant of authorization within three (3) work days of the receipt of the application. • 2 days annually-does not accrue (Principals and APs may accumulate 10 days) • Leave taken in ½ day increments • 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. 	<ul style="list-style-type: none"> • 12 days – taken in ½-day increments. Employees must inform supervisor of absences; if less than four (4) hours no sick leave is deducted. Sick leave will be deducted if consistent with FLSA & FMLA. • These days are to be used for absence for illness/ injury/ 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 3 consecutive calendar days, the District will <i>inquire</i> to determine FMLA eligibility as required by law. • The District may request a statement from a physician certifying illness when an employee is absent 5 consecutive 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 1,250 hours over the previous contract year. 	<ul style="list-style-type: none"> • Taken in ½-day increments • Absences owing to death shall be granted with full pay for up to five (5) days for immediate family members and three (3) days for extended family members, not to exceed 20 days. • "Immediate family" means the mother, mother substitute, mother-in-law, father, father substitute, father-in-law, son-in-law, daughter-in-law, grandchildren, spouse, son, daughter, brother or sister of the employee, or any relative living in the immediate household of the employee. • "Extended family shall be defined as the following family relationships grandparents, aunts and uncles, nephews and nieces. • One (1) whole 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>Leave for Religious Purposes:</p> <p>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> <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>UNREP. HOURLY</p> <p>SECURITY OFFICERS</p>	<ul style="list-style-type: none"> • Authorizations for personal leave will be delivered to the Executive Director of HR. That office will notify the applicant of approval or rejection within three (3) school days of the receipt of the application. • 2 days annually-does not accrue • 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. 	<ul style="list-style-type: none"> • 12 days – Taken in half hour increments. • 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 shall be granted with full pay for up to five (5) days for immediate family members and three (3) days for extended family members, not to exceed 20 days. • "Immediate family" means the mother, mother substitute, mother-in-law, father, father substitute, father-in-law, son-in-law, daughter-in-law, grandchildren, spouse, son, daughter, brother or sister of the employee, or any relative living in the immediate household of the employee. • "Extended family shall be defined as the following family relationships grandparents, aunts and uncles, nephews and nieces. • One (1) whole 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>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>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.