

Absences, Leave and Vacation

Personnel Leave

Certified Personnel

Paid Time Off

The Board of Education shall grant to each full-time certified employee thirteen (13) days of paid time off (PTO) at the beginning of each school year. Certified employees who have achieved tenure with the District by the first day of any given school year shall be granted fifteen (15) days PTO per year. Part-time certified employees will have their PTO prorated based on the percentage of the equivalent full-time position they are assigned.

PTO includes sick, and personal leave, including but not necessarily limited to absences for the following reasons:

- a. Illness, injury or incapacity of the employee.
- b. Illness, injury or incapacity of a member of the employee's family.
- c. Pregnancy, childbirth and adoption.
- d. Family events, such as weddings or graduation.
- e. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Any other absence authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- g. Leave for other purposes as approved by the principal.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

For any leave that is potentially FMLA-qualifying, the District reserves the right to seek any necessary and authorized certifications. For leave that is designated as FMLA-qualifying, the employee taking leave will be required to use any available PTO concurrently with FMLA leave (See Board Regulation 4321). The administration reserves the right to deny request of PTO usage if said usage will adversely affect the district or its students, where allowed by law. Examples of reasons a supervisor may deny PTO are adverse weather days or vacation.

Requests for PTO must be made in writing to the designated administrator at least five business days in advance of the time leave is requested with the following exceptions:

- Emergencies and Sudden Illness – provide notice as soon as practicable.
- Foreseeable FMLA-qualifying leave – An employee who can reasonably foresee the need to take FMLA leave is required to notify the District of the date of commencement and the expected duration of the leave at least thirty (30) days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. (See Regulation 4321).

The administrator will respond promptly to the employee's written or electronic request.

A district employee may not use PTO while the employee is absent from work due to a work-related injury and receiving payment from Workers' Compensation.

Any certified employee who is a member of a retirement system shall remain a member during any period of leave under PTO provisions of the District or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

Any unused portion of PTO each year will be allowed to accumulate to 75 days. Days above 75 left unused at the end of the school year will be reimbursed at \$20 per day. Retirees who are working part-time for the District and are receiving monthly retirement benefits may accumulate up to 37 days of PTO. Any days above 37 left unused at the end of the school year will be reimbursed at \$20 per day.

Personnel who leave from the District after serving a minimum of three full years of service will be paid \$20 per accumulated PTO day. The stipend will be paid at the end of the school year. Retirees who worked on a part-time basis for the District for a minimum of three school years will be paid \$20 per accumulated PTO day with their final paycheck.

Bereavement Leave

In the case of a death in the immediate family, up to five (5) days per school year of bereavement leave with full pay may be granted. The immediate family shall consist of the employee's father, mother, wife, husband, son, daughter, brother, sister, grandparent. Two (2) of the days may be used for death of immediate in-laws. One (1) of the days may be used in any case of death which affects the employee, subject to the approval of the Superintendent. The leave shall not be accumulative and shall not be deducted from regular PTO leave. In addition to paid bereavement leave, three (3) days of available PTO may be allowed with 48 hours prior approval by the Superintendent. .

Leave for Jury Duty

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. Employees called for jury selection or service on a jury will not be requested or required to use PTO for time required in such civic service.

Military Leave

An employee who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave.

Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the official orders must be added to the leave application. The Superintendent/designee must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.

The District recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report for duty, the Superintendent/designee may request that the employee seek a change in military orders if such a change appears to be in the best interest of the District.

Employees shall receive leave with pay for the first fifteen (15) calendar days of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law.

Each employee shall furnish a copy of the employee's military payroll voucher to the Superintendent/designee within thirty (30) days of the employee's return to regular assignment so that the necessary salary adjustments can be made.

Employee eligibility for reinstatement after military duty is completed shall be determined in accordance with federal and state laws.

Leave of Absence

Upon the recommendation of the Superintendent/designee and the approval of the Board, an employee of the District may be granted a leave of absence for non-Family and Medical Leave Act (FMLA) child care, education, or other good cause. Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent/designee via Principal/supervisor and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1 of the preceding year.

If leave is approved by the Board, the employee is not paid for the period of the leave. Insurance benefits may be continued by the employee by making all payments to the Payroll Office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the employee must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next school year. Failure to notify the Superintendent/designee of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, a teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of nonrenewal of contract by April 15 if a probationary teacher. If desired, and whenever feasible, the employee will be placed on the same or equivalent position to the one held prior to the approved leave.

NOTE: Leave of absence without pay under the provisions of this regulation does not apply as service towards tenure for probationary teachers.

Non-Certified Personnel

Paid Sick Leave

Full Time (12 Month) non-certified personnel shall be granted 12 days leave of absence, personal illness, or injury with full pay. Sick leave shall be accumulative to a maximum of 45 days. Days above 45 days left unused at the end of the school year will be reimbursed at \$15 per day.

Those people employed for the regular school term (9 months) will receive 9 days sick leave per year accumulative to 45 days.

Those people employed less than 12 months but more than 9 months will receive leave on a prorated basis. Part-time employees will have the leave prorated based on the percentage of full-time position they are assigned. Retired employees may accumulate up to 23 days. Days above 23 days left unused at the end of the school year will be reimbursed at \$15 per day.

Personnel who leave from the District after serving a minimum of three full years of service will be paid \$15 per accumulated sick leave day. The stipend will be paid at the time retirement is filed. Retirees who worked on a part-time basis for the District and serve a minimum of three years as a part-time employee collecting retirement will be paid \$15 per accumulated sick leave day with their final paycheck.

Personal Leave

Paid personal leave may only be used for personal business that cannot be transacted in non-work hours. Personal leave days cannot be used for work stoppages, vacation, or recreation use. The Superintendent/designee has the right to deny any request for personal leave that does not conform to the policy or would cause a hardship to students or to staff. Full-time (12 month)

non-certified personnel shall receive three (3) days of personal non-accumulative leave with 48 hours prior approval by the Superintendent. Those people employed for the regular school term (9 months) will receive 1 day personal leave non-accumulative. However, when additional personal leave is required, sick leave may be used for personal business.

Emergency Leave

In case of death and/or serious illness in the immediate family, up to five days of absence with full pay may be granted. The immediate family shall be construed to mean father, mother, son, daughter, brother, sister or grandparent. This leave shall not be accumulative and shall not be deducted from the regular sick leave and is subject to the approval of the school administration. Staff may use two days of the above five for immediate in-laws.

Leave for Jury Duty

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. Employees called for jury selection or service on a jury will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service.

Absence Without Pay

Absence without pay may be authorized by the Superintendent for purpose which is considered urgent and necessary. For such absences, deduction from the employee's salary will be made in accordance with the school district's pay deduction regulations.

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

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

Vacations and Holidays

Vacation policy for custodians and secretaries employed full time for twelve months:

Full-time employees who have served a full year (12 months) are entitled to two weeks of vacation with pay. Any full-time employee (12 months) is entitled to three weeks of vacation after 5 years of continuous service in the position with the district. Custodians, however, may only take two weeks in the summer.

The Superintendent shall establish a vacation schedule for all non-certified employees of the district.

Vacations shall be taken during the summer season, unless approved by the Superintendent.

Vacation time may not accrue from one year to the next and must be used prior to the end of the fiscal year (June 30), unless approved by the Superintendent.

Paid holidays for full-time employees:

- Fourth of July
- Labor Day
- Thanksgiving and the day following
- Christmas Eve, Christmas Day, and the following day
- New Years Day
- Presidents' Day (if school is not in session)
- Good Friday
- Memorial Day

In the event school is held on any of the listed days, employees are entitled to a vacation day scheduled between them and their supervisor.

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