

STAFF LEAVE

The Board will provide a plan for leaves and absences to help certified instructors, administrators, and specific twelve (12) month classified personnel maintain their physical health, take care of family and/or other personal emergencies, improve professionally and discharge necessary civic obligations.

1. For qualified full time employees, leave will be calculated using an hourly approach, with each day equaling eight hours leave for certified instructors, administrators on less than full time contracts will be pro-rated on a basis commensurate with this policy and will be awarded leave hours only during the time existent on their contracts. All leaves and absences will be granted in accordance with board policy. The Board expects the employees of Uinta County School District No. Four to use their leave days with care and that employees understand the primary purpose of employment is to be with the students providing instruction.
2. Except in emergency or unanticipated absence, staff members are asked to notify his/her immediate supervisor at least ten (10) days prior to the known expected leave. Noncompliance could result in denial of the request for leave. Personal leave requests will not be approved for a staff member during parent/teacher conferences, required staff development days and the day before or the day after calendared breaks (Thanksgiving, Christmas, Easter/Spring Break, and Summer) other than with the special exception described under *Employee Family Support* section (2b) below. If an emergency should occur, the immediate supervisor will make determination of the leave process for the employee. At no time should an employee assume the rights to mandate leave requests.
 - a. One of the purposes of Uinta 4's alternative calendar is to recognize that there are certain events scheduled by the WHSAA that many students and staff members will be attending. For that reason, an employee will be granted a personal leave day to attend any of the WHSAA events that have been strategically calendared by Uinta 4 as *no students/required staff development days*. For example, if the alternative calendar approved by the Board of Trustees has scheduled a *no students/required staff development day* for state basketball, then staff members will be granted personal leave to attend state basketball. In this example, any other staff members not attending state basketball will be required to be in attendance at the required staff development training.
 - b. *Employee Family Support*
However, the Board also desires to be supportive of its employees' other interests and needs, especially those centered on supporting family. For that reason, each employee will be allowed to use up to two of their ten personal days per year during

staff development days, parent-teacher conference days and the day before or after a calendared break for those “big events” or “once in a lifetime events” in an employee’s family life. Examples could include, but are not limited to, weddings, funerals, graduations, activities not sanctioned by the WHSAA or calendared by the district). Personal leave requests made under the *Employee Family Support* exception must be submitted in writing ten (10) days prior to the requested date of the absence and must include a written explanation. The Board hopes that staff members recognize the *Employee Family Support* exception as the good-will gesture towards family life that it is and that employees remember that they are limited to only two days per year under this exception and that these two days be used with great discretion.

- c. If a staff member absences themselves from work even after being denied their personal leave request by their supervisor then the absence will be considered unexcused and a written reprimand for insubordination will be added to the employee’s personal file. Unexcused absences for any salaried employee will result in a reduction of a day’s pay from their salary for each day missed. The calculation for a day’s pay is made as follows: Base Contract Amount divided by total days of contract.
- d. If, in the judgment of the Administration, an unacceptable attendance pattern is developing, the employee involved will be formally notified in writing. The notification will be placed in the employee’s personnel file and considered to be pertinent to future employment within the school district.
- e. All newly-hired full time employees will receive twelve (12) days of leave per year for their first three (3) years with two (2) of these days each of these years being mandatory contributions into the District Staff Leave Bank. A new employee’s contribution to the District Staff Leave Bank will not exceed six (6) days. New employees will be given 2 leave days at the beginning of the school year, then will earn one (1) day per month beginning in October. After an employee’s third year of employment, they will receive one eight-hour leave per month from August through May. The total days that can be accumulated in leave in a fiscal year, is ten (10). Leave totals will be allowed to accumulate to a total of ninety (90) days.
- f. All current employees can earn ten (10) days of leave, granted according to the policy established in these guidelines.
- g. All administrative personnel can earn ten (10) days of leave. A ten- month work contract will earn 10 days, granted accordingly to the policy established in these guidelines.
- h. All specific 12 month classified personnel can earn twelve (12) days (8 hour) of leave, granted according to the policy established in these guidelines.

- i. Full time employees who have accumulated in excess of ninety (90) days will be reimbursed at the rate of \$50.00 per unused leave day. Staffs leave reimbursement checks will be approved and released after the July Board meeting.
3. For emergency or medical reasons, employees are allowed to use any days earned or stored in their leave accounts. For personal leave issues, the employee will use only the accrued hours for the contract year. If an employee is absent from a day of work, the calculation will be for one full workday assignment equal to that presented in their contract, regardless of factors involved in the operation of the district's day.
 - a. Except for medical or emergency reasons an employee may only request leave for three consecutive days. If the request is for more than five consecutive days, the employee should use the request for short-term leave as provided in Section 4(b). Medical related leave requests must be supported by written doctor verifications. Emergency leave reasons must be submitted in writing and the building administrator will review these requests for consideration. When possible, requests for leave must be made at least 10 days prior to the date requested. If due to an emergency, the employee is unable to make prior leave arrangements, this will be done upon return to work, the employee must report to the building administrator as soon as possible and have the leave reviewed for procedural requirements and approvals. All employees absent for more than three consecutive days will receive information concerning the laws established by the Family Medical Leave Act and be apprised of the requirements of this act. This is a procedural step as required in FMLA law.
 - b. After all available leave has been exhausted; the employee will forego from his/her pay an amount equal to their current daily rate of pay. Percentage calculations will be completed on a prorated basis. *Available leave in this regard means both three consecutive days and/or the accrued hours for the contract year.*
4. The superintendent or his/her designee(s), having been apprised of a staff member's request for emergency or medical leave through an immediate supervisor, is authorized to approve leaves and absences for this policy. Personal leaves, either extended or short-term, as outlined in this policy must be requested through the Board of Trustees. (Please refer to Policies GCBDB and GCBDF for additional information.)
 - a. The superintendent will present requests for extended leaves of absence or specific short term leaves of absence to the Board, along with his/her recommendation for action. The superintendent and the immediate supervisor will make recommendations based on whether the leave request will pose a hardship on the building's educational operations.
 - b. Short Term Leave requests are for consecutive days of leave that are less than three (3) weeks. The request is made with the understanding that the District will not

provide salary and benefit payments and that employee will not accrue any leave benefit. The employee is expected to be able to return to the position on or before the completion of the third week. If the leave request must be changed to extended leave, the request must be presented for Board approval as soon as possible.

- c. Short Term emergency leave requests are for three weeks or less and involve consecutive days of time. The building administrator may approve this request. The employee may use any accumulated leave days for salary. The district will continue contributions for insurance premiums. Emergency leave that extends past three weeks can be requested but is dependent upon the employees' accumulated leave and responses from the sick bank program. This leave will involve completion of the requirements of the Family Medical Leave Act and the approval of the Superintendent.
 - d. Extended leave requests are of a nature that substantially changes the employer-employee relationship. These leave requests create a vacancy from work for over three weeks and are made at the employee's request. Extended leaves will not be supplemented with pay or benefits from the District. During this time the employee will not accrue any leave. The District has the obligation to fill the vacant position with a highly qualified employee. The employee has the right to request reinstatement into the position or a similar position on their return from extended leave, whether emergency or personal need. Board approval for this request is required. Provisions of the Family Medical Leave Act may apply.
- 5. Full time certified employees may donate up to five (5) leave days per fiscal year but only after they have completed the steps in Policy GBBDF. This donation should be registered with Central Office personnel. These donations may only be awarded to employees if they or their immediate dependents are experiencing medical circumstances verified by written doctor certification or other documented emergencies supported by written requests.
 - 6. If the mandatory staff leave bank for full time employees becomes inoperable because all deposited leave days have been used, the mandatory employee contribution process would be reinstated immediately district-wide, at the rate of twelve (12) leave days per year with two (2) days as contributions to the "Bank" for two (2) years.
 - 7. If any employee has not used any days or hours of leave from the previous semester, where school was in session, he/she will be paid \$100.00. Part-time employees will be paid a percentage of \$100.00 based their actual hours calculated to the eight-hour workday. Specific twelve (12) month classified personnel will be paid \$50.00. Administrative personnel will not be eligible for this payment.
 - 8. Upon being employed by the District for seven (7) consecutive years and at the completion of the eighth year, should a certified instructor or administrator resign or retire the employee will be compensated \$55.00 per unused eight-hour staff leave day, up to ninety

(90) days. Specific twelve (12) month classified employees will be compensated at a rate of one fourth of their hourly rate per unused eight hour leave day, up to ninety (90) days as averaged over the past eight years of employment. The days calculated will be rounded to the lowest eight-hour increment. Employees who leave the district prior to the completion of the seventh (7th) year will not receive any compensation for accumulated staff leaves days. Employees who are dismissed, terminated, or leave prior to seven (7) consecutive years, will not receive any compensation for accumulated staff leave days, and days carried by such will be awarded to the staff leave bank.

9. This policy will not be construed to limit jury service or military leave, both of which will be governed by applicable Federal or State laws or regulations. Additionally, this policy will be administered consistently with the Americans with Disabilities Act and Family Medical Leave Act, as they may be applicable to employee leave. For further clarifications regarding these programs, please refer to Policy GBBDC, Policy GBBDD and Policy GBBDE.

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