

PERSONNEL SERVICES

Regulation 4320

Absences, Leave and Vacation

Personnel Leave

Paid Days Off

Paid Days Off may only be used for:

- a. Illness, Injury or incapacity of the employee. The Superintendent or designee has the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation.
- b. Illness, injury or incapacity of an immediate family member. Immediate family is defined as spouse, child parent, sibling, grandparent, grandchild, daughter/son-in-law or non-family residing in the staff member's home.
- c. Pregnancy, childbirth and adoption leave.
- d. Tax Investigation.
- e. Court appearances, unless applicable law requires no leave be charged to the employee.
- f. Wedding or graduation.
- g. Observation of religious holiday.
- h. 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 and a child's field trip.
- i. Leave under FMLA
- j. Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave
- k. Other personal situations or emergencies as approved by the immediate supervisor.

Guidelines for Paid Days Off Use

- a. Paid Days Off may not be taken in increments of less than half days.
- b. Paid Days Off must be scheduled at least one (1) week in advance and must be approved by the employee's immediate supervisor except for unexpected illness, emergencies or unusual circumstances. PDO's may be limited based on substitute availability.
- c. Paid Days Off are considered time worked for benefit purposes, but they shall not be considered as hours worked for overtime purposes.
- d. Paid Days Off shall not be used on the following days:
 - 1. Inclement weather when school is in session.
 - 2. Immediately before or after a holiday.
 - 3. Early release days when an in-service is scheduled.
 - 4. The first and last weeks of the school year.
- e. Each employee shall have his or her full entitlement of PDO's available beginning on his or her first working day of each school year.
- f. Unused PDO's will accrue toward the employee's accumulated sick days on June 30th of each calendar year.

Vacation Leave – Non-Certified

Non-Certified, 12-month employees, will be eligible for vacation leave on the 1st anniversary of their employment date in a 12-month, full-time position. Vacation days not used during the prior 12-month period will accrue as unused sick leave. Annual vacation leave shall increase on the schedule below:

1-5 years service	10 vacation days granted on 1 st day of the 2 nd year of service
6-10 years service	15 vacation days granted on the 1 st day of the 6 th year of service
11+ years service	20 vacation days granted on the 1 st day of the 11 th year of service

In order for non-certified, 12-month employees to utilize their vacation leave, they must fill out the appropriate leave form and provide notification to their immediate supervisor at least 24 hours in advance. An employee's supervisor has the authority to grant or deny vacation leave requests when circumstances warrant.

Bereavement Leave

A maximum of three (3) days may be used for the death of a spouse, parent, child, grandparent or sibling. Bereavement leave will not be charged toward an employee's sick or personal leave unless the employee exceeds the three days of bereavement leave during an occurrence.

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.

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.