

### STAFF LEAVES AND ABSENCES

Regular employees that work a minimum of 4 hours per day are eligible for paid leave. Personal and sick leave days will accrue at the beginning of each school year based on the following tables:

#### Personal Leave and Sick Leave

All Certified, Classified, and Professional staff regularly scheduled to work 175 - 199 days per school year:

Consecutive Years with SCSD2	0-3 Years	4-10 Years	11+ Years
Personal Leave	2	3	4
Sick Leave	10	10	10
Staff can carry over up to a maximum of 60 sick leave days and 2 personal days per year.			

All Classified and Professional staff regularly scheduled to work 200 - 229 days per school year:

Consecutive Years with SCSD2	0-3 Years	4-10 Years	11+ Years
Personal Leave	2	3	4
Sick Leave	11	11	11
Staff can carry over up to a maximum of 66 sick leave days and 2 personal days per year.			

All Professional and Yearly staff regularly scheduled to work 230+ days per school year:

Consecutive Years with SCSD2	0-3 Years	4-10 Years	11+ Years
Personal Leave	2	3	4
Sick Leave	12	12	12
Staff can carry over up to a maximum of 72 sick leave days and 2 personal days per year.			

Individuals that start employment after the first day of a

**STAFF LEAVES AND ABSENCES**

school year but prior to the start of second semester will be granted one year of service for the calculation of paid leave. Personal leave will be pro-rated for staff members by semester if the date of employment falls on or after the start of the second semester. Paid leave will not accrue or be adjusted for employees assigned to work a temporary schedule (for less than 90 calendar days) due to staffing shortages, unexpected projects, training, etc.

**PERSONAL LEAVE**

Employees that have accrued personal days beyond the maximum carry over amounts listed above will be paid out for these days at the start of each fiscal year. Personal leave will be paid out at half of step one for classified staff, or the substitute teacher rate for administrator, certified, and professional staff. Staff must be employed for at least 90 calendar days to receive a payout of accrued personal leave upon separation from the district.

Certified staff may not take personal leave days immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. Exceptions may be granted by the Superintendent.

Requests for personal leave for absences that are longer than three (3) consecutive days must be submitted at least five (5) working days before the absence and be approved by the Superintendent. Requests for personal leave for absences that are three (3) consecutive days or less must be submitted at least two (2) working days before the absence (except in the case of emergencies) and be approved by the employee's immediate supervisor or Principal. Employees are not required to state the reason for requesting personal leave.

**SICK LEAVE**

Sick leave is to be used for the illness of a staff member or members of his or her immediate family. Immediate family members are defined as children, spouse, parents, siblings, stepparents, stepchildren, or step-siblings. Under certain circumstances, sick leave may also be used for the care of grandparents, grandchildren, and parent-in-laws upon approval of the Superintendent.

Employees that have maxed out the number of sick leave days

**STAFF LEAVES AND ABSENCES**

provided for above for a fiscal year will be given one Wellness Leave day for the following fiscal year. A day is defined as the number of hours scheduled to work daily. The normal work day may be less than eight (8) hours per day, depending upon the regular work schedule of the employee. Accumulation of sick leave will be pro-rated for staff members working less than eight (8) hours per day.

The school district may require verification from a licensed medical professional with respect to a sick leave absence(s) to verify that a leave request(s) meets the criteria set-forth in this policy.

Upon separation of employment, accrued sick leave will be paid out at half of step one for classified staff, or the substitute teacher rate for administrator, certified, and professional staff, to employees with ten (10) or more consecutive years of employment with Sheridan County School District #2.

**UNPAID LEAVE**

Prior to any unpaid leave, employees must exhaust all accrued leaves in accordance with the policies herein. For any non-medical unpaid leave, an employee must get pre-approval from the Superintendent.

**MEDICAL LEAVE OF ABSENCE**

Medical leave of absence is available to an employee that will be absent for more than five (5) consecutive work days for their own illness, or the illness of an immediate family member. The employee must provide documentation from a licensed medical professional to human resources within 15 business days from the start of such leave, unless otherwise approved by the Superintendent or his/her designee. Such absences may be eligible for job protected leave under the Family Medical Leave Act (FMLA). See policy GCCA/GDCA.

The district may require, at the selection and expense of the district, that the employee requesting unpaid medical leave obtain the opinion of a second licensed medical professional designated or approved by the district concerning any information certified under this section for such medical leave.

In any case in which the second opinion described above differs from the opinion in the original documentation provided, the district may require, at the selection and expense of the

**STAFF LEAVES AND ABSENCES**

district, that the employee obtain the opinion of a third licensed medical professional designated or approved jointly by the district and the employee. The opinion of the third licensed medical professional shall be considered to be determinative.

The district may require that the employee supplement such documentation as may be reasonably necessary. If documentation is requested and not provided within 15 days, an employee may not be allowed to continue to use leave. They would be required to use other accrued leave, followed by unpaid leave if applicable.

If an employee fails to return to employment following a medical leave of absence, the district may recover the premium(s) paid by the district to maintain coverage for the employee under the district's group health and dental insurance plan during any period of leave under this policy if:

1. The employee fails to return from leave after the period of permitted leave has expired; and
2. The employee fails to return to work for a reason other than:
  - a. The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave either to care for an immediate family member or on account of the employee's own serious health condition as documented by a licensed medical professional; or
  - b. Other circumstances beyond the control of the employee.

**WORKERS' COMPENSATION LEAVE**

Eligible staff on leave as a result of an injury that is covered by Workers' Compensation will be asked to complete the necessary Workers' Compensation paperwork within ten (10) days from the date of the injury. Leave provided for herein (sick, personal, wellness, vacation, holiday, bereavement, etc.) may not be utilized during a Workers' Compensation benefited leave period.

**EXTENDED SICK LEAVE**

Paid extended Sick Leave may be granted by the Board in situations concerning the illness of a staff member's immediate family member (see policy GCBF/GDBF for staff member illness). Immediate family members are defined as children, spouse, parents, siblings, stepparents, stepchildren, or step-siblings. Under certain circumstances, extended sick leave may also be

**STAFF LEAVES AND ABSENCES**

used for the care of grandparents, grandchildren, and parent-in-laws upon approval of the Board.

Requests for extended sick leave must be approved by the Board of Trustees. The following conditions apply when applying for and using extended sick leave:

1. A staff member must submit a request in writing for extended sick leave to the Superintendent along with documentation from a licensed medical professional who examined the immediate family member. The medical professional's documentation must explain why leave is medically necessary and the expected amount of time that will be required for the care of the family member.
2. If the extended sick leave request is for more than 20 work days, regular status reports will be required from the licensed medical professional explaining the progress being made.
3. Certified, administrator, and professional staff granted extended sick leave will receive their regular salary less the cost of the substitute teacher rate of pay for the period of time extended leave is granted. Classified employees granted extended sick leave will receive their regular hourly rate less one-half of step 1 of the hourly rate of pay on the appropriate wage schedule for the period of time extended leave is granted.
4. An employee must have been employed continuously for six (6) months to become eligible for extended sick leave.
5. The length of any approved extended sick leave shall be within the discretion of the Board.

**WELLNESS DAY**

A half day of wellness leave may be earned each year an employee participates and meets the requirements set forth in the district's staff Wellness Program. Certified staff may not take a wellness day immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. Unused wellness day(s) will be carried over to the following fiscal year. Upon separation of employment, wellness days will be paid back at half of step one for classified staff, or the substitute teacher rate for administrator, certified, and professional staff.

Requests for wellness leave must be submitted and approved by an employee's direct supervisor at least two (2) working days

**STAFF LEAVES AND ABSENCES**

before taking such leave (except in the case of emergencies). Employees are not required to state the reason for taking wellness leave.

**PROFESSIONAL DEVELOPMENT LEAVE**

All staff members may apply for attendance at professional conferences that relate to work performed for the District. If such leave is approved, there will be no deduction in pay for their leave. Prior approval must be granted by both the principal and the Superintendent. Staff should seek Professional Development events that limit or avoid conflict with regular duties.

Leave may also be granted to allow participation in professional association meetings and conferences. Prior approval must be granted by both the Principal and the Superintendent.

**JURY DUTY**

If an employee is summoned to appear as a juror in legal proceedings, leave shall be granted without loss of pay.

**LEGAL LEAVE (PROFESSIONAL)**

If an employee is required to appear in legal proceedings to which he/she is a party on behalf of the school district, leave shall be granted without loss of pay.

**LEGAL LEAVE (PERSONAL)**

Leave may be granted for an employee to appear in legal proceedings not related to school district business within the discretion of the Superintendent. In these cases the leave will be unpaid unless other leave covered in this policy is taken.

**BEREAVEMENT LEAVE**

Up to 5 days per bereavement will be granted to staff members to be used for a death in their family. A day is defined as the number of hours scheduled to work daily. Additional days may be granted at the discretion of the Superintendent based on the unique factors of each situation. It will be under the Superintendent's discretion to approve bereavement leave. For the purpose of bereavement leave, the term family includes parents, spouse, children, siblings, aunts, uncles, grandparents, grandchildren, fathers-in-law, mothers-in-law, brothers-in-law, sisters-in-law, stepparents, stepchildren and step-siblings.

**STAFF LEAVES AND ABSENCES****CERTIFIED STAFF LEAVE OF ABSENCE**

The Board of Trustees, on the recommendation of the Superintendent, may grant an unpaid leave of absence to a certified staff member for one semester, one school year, or two school years for the purpose of professional study, approved travel, recuperation, child rearing, caregiving for an immediate family member (as defined herein), exchange teaching, or teaching in a foreign country. A certified staff member on leave for teaching in a foreign country or exchange teaching may be given service credit for the year and so rated on the salary schedule. If the leave is for professional study, approved travel, recuperation, child rearing, or caregiving for an immediate family member, the certified staff member shall be returned to the schedule without service credit and so rated on the salary schedule. Certified staff members on a leave of absence will be removed from the district's insurance plan(s) at the end of the last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31<sup>st</sup>. Certified staff members approved for a leave of absence should speak with Human Resources about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

Sick leave does not accrue during any time taken as an approved leave of absence, nor do years taken as a leave of absence count toward consecutive years of employment addressed elsewhere in this policy.

Unless otherwise approved by the Superintendent, the certified staff member must submit a written request to the Human Resources Director seeking approval for leave and an outline of plans by May 1st, for first semester leave, year-long leave, or two years of leave, and October 15th for second semester leave.

The certified staff member on an approved leave of absence is assured a position in the district upon return, but not necessarily the same position he or she vacated. So that District planning may be accomplished in a reasonable manner, a certified staff member on leave must give notice of his/her desire to return on or before March 1st (the March 1 prior to the school year in which the staff member desires to return); otherwise a position will not be held for him or her. Pursuant to W.S. 21-7-103, leaves of absence approved by the Board shall not be considered as interruptions in service for purposes of

**STAFF LEAVES AND ABSENCES**

determining continuing contract status.

**CLASSIFIED STAFF LEAVE OF ABSENCE**

The Board of Trustees, on the recommendation of the Superintendent, may grant classified staff members who are currently enrolled in a university program resulting in a teaching degree an unpaid leave of absence from their position in order to fulfill student teaching responsibilities. At the end of the student teaching experience, they will return to their same position at the same pay and experience levels as prior to student teaching.

Unless otherwise approved by the Superintendent, the classified staff member must submit a written request to the Human Resources Director seeking approval for leave and an outline of plans by May 1st, for first semester leave, and October 15th for second semester leave.

Classified staff members on a leave of absence will be removed from the district's insurance plan at the end of the last day of the month in which the employee last worked, unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31<sup>st</sup>. Classified staff members approved for a leave of absence should speak to Human Resources about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

Sick leave does not accrue during any time taken as an approved leave of absence, nor do years taken as a leave of absence count toward consecutive years of employment addressed elsewhere in this policy.

**MILITARY OR STATE TRAINING LEAVE** - (see Policy GCCA-GDCA)

**FAMILY AND MEDICAL LEAVE ACT** - (see Policy GCCA-GDCA)

**MATERNITY/PATERNITY LEAVE**

Following the birth or adoption of a child, employees will be provided ten (10) paid maternity/paternity leave days, which must be taken as leave within 60 work days immediately following the birth or adoption of the child. However, if both parents are employed by the district, these ten (10) paid maternity/paternity leave days must be shared equally by the parents or as otherwise agreed by the parents.



### **STAFF LEAVES AND ABSENCES**

In addition, employees may use accrued sick leave for any scheduled work days that fall within the 60 calendar days (full or partial) immediately following the birth or adoption of a child. All other accrued leaves can be used during maternity/paternity leave, and must be exhausted before going on unpaid leave.

In no event can an employee take more than 60 paid days off under this policy for maternity/paternity leave. If both parents are employed by the district, the parents collectively may not take more than 70 paid days off under this policy for maternity/paternity leave, prior to being placed on unpaid leave.

For purposes of this policy, "child" refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Employees may be eligible for job protected leave under the Family Medical Leave Act (FMLA) to be taken concurrently with the use of an employee's accrued leaves. See policy GCCA/GDCA.

### **OFFICIATING LEAVE**

Any employee invited to officiate a WHSAA sanctioned Regional or State Tournament may request leave to do so. For certified, administrator, and exempt professional staff, the substitute teacher rate of pay will be deducted from the employee's salary if officiating leave is approved. For classified staff, one-half of step 1 of the hourly rate of pay on the appropriate salary schedule will be deducted if officiating leave is approved. These days will not be deducted from the employee's personal leave days. If an employee wishes to use personal leave instead of officiating leave, they may do so. Requests to the employee's principal or other immediate supervisor for officiating leave shall be made at least two days before taking such leave.

### **SABBATICAL LEAVE**

Certified staff may request sabbatical leaves from the district. Such leave must be approved by the Board of Trustees. A request must be submitted in writing to the Superintendent by November 1 for the following academic year. To qualify, a staff member must have taught in the district for seven years, must attend an accredited graduate school during the sabbatical leave, and successfully complete a full load of graduate coursework that

**STAFF LEAVES AND ABSENCES**

will directly benefit the district in his/her position, and must commit to return to his/her same or an equivalent position for two years.

The district may allow no more than three sabbatical leaves district-wide per year. Employees granted sabbatical leave will receive one-half of the current base salary. Leaves will be granted on the recommendation of the Superintendent with the approval of the board. Recipients will earn a year's credit on the salary schedule while on leave.

Sabbatical leave will only be granted if funding is available.

**VACATION LEAVE - CLASSIFIED STAFF**

12 Month Classified Staff with less than five years of employment will be granted 12 days (accrued at the rate of 1 day/month) of vacation annually with full pay. 12 Month Classified Staff with five to ten years of employment will be granted 15 days (accrued at the rate of  $1\frac{1}{4}$  days/month) of vacation annually with full pay. 12 Month Classified Staff with more than ten years of experience will be granted 18 days (accrued at the rate of  $1\frac{1}{2}$  days/month) of vacation annually with full pay. 12 Month Classified staff may accumulate up to 42 days of vacation. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30<sup>th</sup>) will be paid out in that fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carry over no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the current fiscal year's rate of pay. Vacation leave must be approved by an employee's direct supervisor. Requests from classified staff for vacation leave shall be made at least five working days before the time leave is requested (except in the case of emergencies).

**VACATION LEAVE - ADMINISTRATIVE AND PROFESSIONAL STAFF**

Administrators and professional staff with 12 month contracts will be granted 21 days (accrued at the rate of  $1\frac{3}{4}$  days/month) of vacation annually with full pay accumulative up to 42 days. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30<sup>th</sup>) will be paid out in that fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carry over no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out

### **STAFF LEAVES AND ABSENCES**

at the current fiscal year's rate of pay. Vacation leave must be approved by an employee's direct supervisor. Requests from twelve-month professional staff for vacation leave shall be made at least five working days before the time leave is requested (except in the case of emergencies).

**HOLIDAY LEAVE** - Administrators and twelve-month (241-262 working days) classified and professional staff are eligible for paid holiday leave. In order to be eligible for payment of holiday leave, staff must work the same number of days following a holiday leave period as the length of the holiday leave period.

The updated policy will go into effect July 1, 2025.

See Policies:

GCCA/GDCA	Family and Medical Leave Act
GCBF/GDBF	Sick Leave Bank

First Reading:	3-3-25
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