

STAFF LEAVES AND ABSENCES

Temporary absences for necessary and justifiable reasons will not require Board approval, but may be authorized by the Superintendent and school building administrators. All eligible requests for long-term leaves of absence will be submitted by the Superintendent, along with his/her recommendation for Board action.

SICK LEAVE -

- Certified staff will accumulate sick leave at the rate of 10 days per year accumulative to 60 days.
- 9 month Professional staff (185-190 days) will accumulate sick leave at the rate of 10 days per year accumulative to 60 days.
- 10 month Professional staff (191-240 days) will accumulate sick leave at the rate of 11 days per year accumulative to 66 days.
- 12 month staff (241-262 days) will accumulate sick leave at the rate of 12 days per year accumulative to 72 days.
- 9 month Classified staff (175-190 days) will accumulate sick leave at the rate of 10 days per year accumulative to 60 days.
- 10 month Classified staff (191-240 days) will accumulate sick leave at the rate of 11 days per year accumulative to 60 days.

Employees that have accrued sick leave days beyond the maximum accumulated above will be given one additional paid personal 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 normal work schedule of the employee. Accumulation of sick leave will be pro-rated for staff members working less than eight (8) hours per day and will also be prorated by school quarter if the date of employment falls on or after the start of a school quarter.

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 and/or grandchildren upon approval of the superintendent.

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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.

An employee that misses five (5) consecutive work days for their own illness or the illness of an immediate family member, may be covered under the Family Medical Leave Act outlined in policy GCCA/GDCA.

Documentation from a licensed medical professional - The district may require that a request for leave to care for an immediate family member with a serious health condition or because of the employee's own serious health condition be supported by written documentation. This documentation must be issued by the health care provider of the eligible employee or the immediate family member(s) of the employee as appropriate. The employee shall provide a copy of such documentation to the employer within ten (10) business days from the start of leave, unless otherwise approved by the superintendent or his/her designee.

1. Documentation provided under this section shall be sufficient if it states:
 - a. The date on which the serious health condition commenced;
 - b. The probable duration of the condition;
 - c. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
 - d. If applicable, a statement that the eligible employee is needed to care for the immediate family member(s) and an estimate of the amount of time that such employee is needed to care for the immediate family member(s); and
 - e. In the case of the employee's own serious health condition, a statement that the employee is unable to perform the functions of the position of the employee;
 - f. In the case of documentation for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given, the duration of such treatment, and a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule.

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Second Opinion - In any case in which the district has reason to question the validity of the documentation provided by the employee for leave for medical care or for medical reasons, the district may require, at the selection and expense of the district, that the eligible employee obtain the opinion of a second health care provider 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 under this section, the district may require, at the selection and expense of the district, that the employee obtain the opinion of a third health care provider designated or approved jointly by the district and the employee. The opinion of the third health care provider shall be considered to be determinative.

The district may require that the eligible employee obtain subsequent documentation on a reasonable basis. If documentation is requested and not provided within 10 days an employee may not be allowed to use their sick leave. They would be required to use other accrued leave followed by unpaid leave if applicable.

Penalty For Failure To Return - The district may recover the premium that the district paid for maintaining coverage for the employee under the district's group health insurance plan during any period of leave under this policy if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled 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. Workers' Compensation offers benefits (Temporary Total

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Disability/Temporary Light Duty) to cover time away from work after three consecutive days; therefore, leave of any kind (sick, personal, wellness, vacation, holiday, bereavement, etc.) shall not be paid for time off during a Workers' Compensation benefited leave period.

EXTENDED SICK LEAVE - Extended Sick Leave is only to be used in connection to 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. Extended sick leave is only available when an employee has used all accrued leave. This policy only applies to employees eligible for sick leave.

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

1. A staff member must submit a letter requesting extended sick leave to the Superintendent along with documentation from a licensed physician who examined the immediate family member. The physician'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 twenty working days, regular status reports will be required from the physician 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. Terminal illness of an immediate family member is a condition under which extended sick leave may be granted.

WELLNESS DAY - A half day of wellness leave may be earned each year an employee participates in the Wellness Program. Certified staff may not take a wellness day immediately before

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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 or paid back to an employee at half of step one for classified staff, or the substitute teacher rate for administrator, certified, and professional staff at the end of his or her employment.

Requests for wellness leave must be submitted and approved by an employee's direct supervisor at least two (2) working days before taking such leave (except in the case of emergencies), and shall not be required to state the reason for taking the leave.

PERSONAL LEAVE- Certified, classified, professional, and 12 month staff will receive 2 free personal days per year accumulating up to 4 days.

Personal days are provided at no loss in wages to the employee. Employees that have accrued personal days beyond the maximum accumulated above will be paid out for these days in their September paycheck. 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.

Personal leave will be pro-rated for staff members by school quarter if the date of employment falls on or after the start of a school quarter. 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 to the employee's principal or other immediate supervisor for personal leave must be submitted and approved by an employee's direct supervisor at least two working days before taking such leave (except in the case of emergencies), and shall not be required to state the reason for taking the leave.

PROFESSIONAL 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 attendance. Prior approval must be granted by both the principal and the superintendent.

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Certified staff may apply for professional leave to complete an internship within the district. Internship programs are approved on a case by case basis. Substitute pay will be deducted for days that the staff member is participating in the approved internship. Completion of an internship within the school district does not guarantee future employment in the area of the internship.

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.

LEGAL LEAVE AND JURY DUTY - If an employee is subpoenaed or otherwise ordered to appear as a witness or juror in legal proceedings, leave shall be granted without loss of a substitute 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 a substitute pay.

LEGAL LEAVE (PERSONAL) - Leave may be granted for an employee to appear in legal proceedings not related to school district business. In these cases the employee will be docked at a full rate of pay 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, fathers-in-law, mothers-in-law, children, grandparents, grandchildren, siblings, brothers-in-law, sisters-in-law, or stepparents, stepchildren, step-siblings, aunts and uncles.

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, exchange teaching, or teaching

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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 31st. 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 the ten (10) consecutive years of employment required for payout.

Unless otherwise approved by the Superintendent, the certified staff member must submit written notice 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 leave is assured a position in the system, 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 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.

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Unless otherwise approved by the Superintendent, the classified staff member must submit written notice 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 31st. 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 the ten (10) consecutive years of employment required for payout.

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 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. Provided, however, in the event both parents are employed by the district, these 10 paid maternity/paternity leave days must be shared equally by the parents or as otherwise agreed by the parents.

In addition, employees may use accrued sick leave for any scheduled work days that fall within 12 weeks (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 under FMLA) (see GCCA/GDCA). 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. In no event can an employee take more than 60 scheduled work days off under this policy for maternity/paternity leave. In the event both parents are employed by the district, the parents collectively may not take more than 60 scheduled work days off under this policy for maternity/paternity leave.

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Employees may be eligible for up to 60 work days of job protected leave under FMLA, to be taken concurrently with the use of an employee's accrued leaves. See 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 letter of request must be submitted 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 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 will allow no more than three sabbatical leaves per year and will pay one-half of the current base salary to each of the recipients. 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. This policy on sabbatical leave will only be implemented if funding is available.

VACATION LEAVE - 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. Employees with more than 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. Employees 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

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days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30th) 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 - Administrator/12 Month Professional staff 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 30th) 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 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.

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.

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

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