

## **SUPPORT STAFF LEAVES AND ABSENCES**

The Board shall provide a plan for leaves and absences designed to help members of the classified staff maintain their physical health, and take care of personal matters and emergencies.

As a general policy, the Board provides:

### **Sick Leave**

Sick leave is interpreted as the illness of the employee or a serious illness or death of a relative or dependent of the employee that necessitates his/her absence from work. If the full-time employee has used accumulated sick leave, additional days may be granted at the discretion of the Superintendent and Human Resource Director.

1. Sick leave for full-time employees: Full-time employees will receive one day sick leave for every full month employed, up to 12 days per year. There is no limit on accumulated days. Sick leave will not be granted in advance of its being earned. There shall be no compensation paid in lieu of unused sick leave.
2. Sick leave for 9 or 10 month employees: All 9 or 10 month employees who work over 35 hours a week will receive one day per month sick leave for every full month employed up to 10 days per year. There is no limit on accumulated days. Unused sick leave will not be granted in advance of its being earned. There shall be no compensation paid in lieu of unused sick leave.
3. Sick leave for part-time employees: Part-time employees who work (34) thirty-four hours or less per week, will accumulate sick leave at a rate of one of your typical work days per month, up to five days maximum per year. One day of sick leave for part-time employees is equivalent to the number of hours worked in their normal working day. There is no limit on accumulated days. Sick leave will not be granted in advance of its being earned. There shall be no compensation paid in lieu of unused sick leave.

### **Extended Sick Leave**

Any employee whose personal illness extends beyond the period compensated for under sick leave may be granted a leave of absence without pay for such time as is necessary for complete recovery from the illness not to exceed 12 weeks. Upon return from leave, the employee may be assigned to the same position or another position in the same classification. Refer to GDBDB.

### **Personal Leave**

After six (6) months from the initial day of work, 9-month full-time classified personnel will be granted three days personal leave, 10-12 month full-time classified personnel will be granted four (4) days personal leave for personal reasons. Part time employees will be granted two days of personal leave for personal reasons. Personal days will be given July 1 of each year. Requests for personal leave must be approved by the employee's immediate supervisor at least one week in advance, if possible, indicating the day(s) intended to be absent. Personal leave days not used will not be allowed to accumulate from one year to the next. Personal leave not used will be either:

A. credited to each classified employee's salary in the amount equal to the half of the employee's hourly wage and issued at the conclusion of the school year; or

B. credited to the classified employee's sick leave days at the conclusion of the school year.

Classified employees will notify the business office not later than May 1 of each year of their desire of Option A or Option B. Failure to notify the business office, not later than May 1 will be assumed to mean the employee has elected Option B.

Additional days (not to exceed two [2]) may be taken at the expense of half the employees hourly wage.

Classified staff may choose to exchange 3 sick days for 1 personal day with a limit of 5 additional personal days. Sick leave days must belong to the employee, they cannot be donated from other employees or utilized from the sick leave bank. Additional personal days can only be requested after the use of their initial 3 personal days.

### **Maternity/Paternity Leave**

Up to ten days of paid maternity/paternity leave, including adoption, will be granted before sick leave must be used. If both parents are employed by the District, then only twenty (20) days may be used in combination. One parent may apply to the sick leave bank for up to an additional 15 days. Maternity/Paternity leave along with sick bank leave that is granted can only be used within the first 12 months from the date of birth or adoption. Any unused sick leave bank days remaining at the end of the 12-month period will be returned to the District sick leave bank. Questions regarding Maternity/Paternity leave, accommodation requests or allegations of discriminatory conduct may be presented to the Human Resources Director.

### **Political Activity Leave**

Extended absence for the purpose of participating in political campaigns shall be granted without pay.

Extended absence for the purpose of serving as an elected official shall be granted with pay provided that the employee may not receive two pay checks. The employee shall elect whether to receive his/her school pay check or his/her pay as an elected official; in the event he/she elects to receive his/her district pay check, he/she shall collect his pay as an elected official and endorse such pay check over to the school district.

Portions adopted 10/14/75, 2/14/77

Revised 2/10/92; 12/11/95; 4/14/99; 8/13/99; 11/10/99;

11/10/03; 5/11/2020

Cross Ref: GDBDB

School District #1, Sweetwater County, Wyoming

**File: GDBD**