

## **PROFESSIONAL STAFF LEAVES AND ABSENCES SHORT-TERM LEAVES**

### **MEDICAL AND SICK LEAVE**

Sick leave will be granted when an illness of the employee or an illness of a relative or dependent of the employee necessitates his/her absence from school, including attending a medical appointment. Sick leave may be used to attend funerals. Sick leave is earned at the rate of ten (10) days per year with all ten (10) days per year eligible to be carried over to succeeding years. An unlimited number of days may be carried over.

If an employee has a scheduled medical appointment or calls in sick on a designated staff contract day that is a non-student contact day, verifiable documentation will be required. If an employee absence themselves from work for medical purposes and does not produce a required verifiable document, a written reprimand for insubordination will be added to the employee's personnel file. These absences for any salaried employee will result in a reduction of the employee's daily rate of pay from their salary for each day missed. In the judgment of the Administration, if 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.

### **PERSONAL LEAVE**

Three (3) days of personal leave each year may be taken by all full-time, certified personnel on a first-come, first-serve basis. Additional days (not to exceed two [2]) may be taken at the expense of substitute wages. Requests will be approved depending upon the availability of substitutes.

Staff may choose to exchange three (3) sick days for one (1) personal day with a limit of five (5) additional 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 three (3) personal days.

Two (2), additional days may be requested at the expense of a substitute's wages for unusual or extraordinary circumstances. Request for these additional, two (2) days needs to be submitted to the Office of Human Resources for approval with an explanation for the request. Request for these two (2) additional days must meet district criteria for unusual or extraordinary circumstances which includes, but is not limited to, the following:

1. Professional Course work for certified, staff members not covered under the District Professional Leave Policy.
2. Death/Funerals for individuals not covered under the current District provisions of immediate, family members. (i.e., Family friends or extended family members.)
3. Personal, legal issues or court appearances that are not included by District policy for jury duty.
4. Unforeseen emergency situations that might include property damage to homes and vehicles, police assistance, or legal counsel or that may cause undue hardship to employees.

Additional days are not to be used to extend vacations, holidays, trips for personal pleasure or personal, financial gain. The original five (5) days must be taken before the two (2) days for unusual or extraordinary circumstances.

Personal leave requests must be submitted to the building principal at least one (1) week in advance, if possible, indicating the day(s) intended to be absent. Personal leave requests may not be submitted after May 1.

One of the purposes of Sweetwater One's scheduled teacher contract days is to recognize and provide opportunities for best practices within professional learning communities, planning, and professional development.

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 may use up to three of their personal days per year during designated staff contract days that are designated as a non-student contact day. Personal days cannot be purchased for non-student contract days.

If a staff member absence themselves from work even after being denied their personal leave request by their supervisor, a written reprimand for insubordination will be added to the employee's personnel file; and a reduction of the employee's daily rate of pay from their salary for each day missed. In the judgment of the Administration, if 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.

Personal leave days not used will be either:

- A. Credited to each professional employee's salary in the amount equal to the prevailing substitute salary, on a per diem basis, and issued at the conclusion of the school year; or
- B. Credited to the professional, employee's sick leave days at the conclusion of the school year.

Professional employees will notify the Business Office not later than May 1<sup>st</sup> of each year of their desire of Option A or Option B. Failure to notify the Business Office not later than May 10<sup>th</sup> will be assumed to mean the employee has elected Option B.

Personal days may not be accumulated from one year to the next.

#### 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.

## PROFESSIONAL LEAVE

Professional leave may be granted by the Superintendent for professional growth and study through attendance at workshops and similar meetings. Those staff members appointed or selected to serve on State committees or boards, may receive special consideration. A travel request and purchase order (when applicable) must be completed prior to the trip. An expense report and a voucher(s) must be submitted within thirty (30) days of the completion of the trip.

## ASSOCIATION LEAVE

Members of the professional staff who are required, by appointment or election, to attend local, state or national meetings and conferences of the Sweetwater Education Association, Wyoming Education Association and National Education Association shall be granted professional leave by the Board of Trustees in the following manner:

Days will be granted according to the following guidelines and are to be accumulated so that the total days granted will not exceed those guidelines.

- A. The Association member must submit a written, association request two weeks prior to the conference for approval by the Superintendent for association leave.
- B. All days, with a combined maximum of thirty-five (35) days per school year, will be paid in full by the Association at the current substitute cost.

## SEA PRESIDENT LEAVE

- A. The SEA President shall be granted professional leave to attend meetings required by policy or granted by the Superintendent.
- B. SEA and/or the District may fund a SEA president half-time release for District-Association business.
- C. The SEA President may request release time as necessary to conduct SEA business in a timely manner providing availability of substitutes. This time would be part of the thirty-five (35) days allowed under ASSOCIATION LEAVE Section B.

Portions adopted:      06/28/75      04/26/76

Revised:	05/27/80	04/11/83	05/28/85	05/26/86	09/12/88
	04/25/89	04/18/90	04/18/91	06/08/95	05/17/99
	11/06/00	02/12/01	01/27/03	02/11/04	05/12/08
	06/08/09	05/14/12	08/08/16	05/08/17	05/14/18
	05/13/19	04/14/20			

CROSS REF: GCE-Part time and Substitute Professional Staff Employment  
Professional Negotiations Agreement (between Sweetwater School District  
Number One, State of Wyoming and the Sweetwater Education Association)

School District #1, Sweetwater County, Wyoming