

ABSENCE FROM DUTY
GUIDELINES

The following guidelines will apply when employees are absent from duty:

1. An employee who wishes to use personal leave for discretionary reasons must submit a request to his or her immediate supervisor five days before the anticipated absence.
2. For nondiscretionary absences, an employee must notify the principal or immediate supervisor by 6:00 a.m. on the day of absence so arrangements can be made for a substitute.
3. The employee must submit an absence from duty report to the principal or immediate supervisor immediately upon returning to duty.
4. An employee absent five or more consecutive days for personal illness or for illness in the immediate family must submit appropriate medical documentation to the principal or immediate supervisor.
5. Administrators will designate an employee's absence as family and medical leave as soon as possible after determining that the absence qualifies as family and medical leave.

RECORDS OF LEAVE

Available leave benefits will be reported to each employee by the central office at the beginning of each school year.

A record of leaves and absences will be kept in the central office.

CATASTROPHIC SICK LEAVE BANK

District employees shall be allowed to contribute one local sick leave day per year to a special bank to be used by full-time employees.

Days may be used from the bank only after an employee has used all other available sick leave. This bank may be used only if the employee or the employee's spouse or child is experiencing catastrophic circumstances. Catastrophic circumstances shall be defined as a life-threatening illness, non-elective major surgery, or temporary disability due to injury.

The policy shall be administered according to the following procedures:

1. Any employee who wishes to contribute to the bank may do

so by filing with the Superintendent's secretary. Contributions shall be strictly on a voluntary basis.

2. Only those employees who contribute to the bank may draw from the catastrophic sick leave bank.
3. After an employee has exhausted all other available leave days, he or she may apply to the catastrophic sick leave bank committee for use of bank days.
4. The catastrophic sick leave bank committee shall be a six-person committee, two representatives from each campus selected by the bank participants.
5. The catastrophic sick leave bank committee shall report to the Superintendent, on the fifth of each month, the bank days granted for the pay period.
6. Unused bank days shall not be carried over to the next year.
7. The policy shall start anew at the beginning of each school year.
8. Donated days may not be withdrawn.
9. The committee may consider how the employee used his or her state and local days prior to making a final decision.
10. Five days from the catastrophic sick leave bank may be used for catastrophic circumstances applying to the employee's parents or spouse's parents