Tobacco Free Schools

The Board recognizes an obligation to promote and encourage the health, welfare, and safety of its students and staff within the confines of District owned facilities.

Therefore, it will be the policy of the school district that all uses of tobacco and tobacco products, including smokeless tobacco and vaping paraphernalia, will be prohibited in all of the district’s facilities. At no time will the use of tobacco and tobacco products be permitted in classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, and all other rooms. Administrators may make exceptions as they see necessary (i.e. for dramatic performances) while maintaining a tobacco free zone.

It will further be the policy of the school district that the use of tobacco or tobacco products, including smokeless tobacco and vaping paraphernalia, will be prohibited in all vehicles owned, leased, or operated by the district.

District employees and students enrolled in the district’s schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco and vaping paraphernalia, while they are participants in any class or activity in which they represent the school district.

Building administrators may promulgate such rules and regulations as necessary to enforce this policy within their immediate jurisdiction as it pertains to students and staff.

Signs will be posted throughout the district’s facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.

First Reading: April 13, 2020
Second Reading: May 18, 2020
ADVERTISING IN THE SCHOOLS

Commercial advertising in the schools will be limited to that approved by the superintendent or his designee.

This policy is not intended to prevent the district from cooperating through announcements and distribution of program material with non-profit community organizations that supplement the school program, such as Boy Scouts, Girl Scouts, YMCA, Little League, et al., when such cooperation will not interfere with the school program.

The district may also utilize and post extra-curricular activity schedules and/or utilize programs with limited advertising contained thereon at the discretion of the principal of the school involved.

Other exceptions may be made at the discretion of the superintendent when it is determined that the educational benefit and benefit to students outweigh the significance of any advertising or potential exploitation by private interests. The superintendent may at his/her option refer specific cases to the board for a decision.

First Reading: April 13, 2020
Second Reading: May 18, 2020
RELATIONS WITH OTHER SCHOOLS AND SCHOOL SYSTEMS

The Board will cooperate whenever possible with other school districts and with boards of cooperative educational services and may elect to join and become a member of a BOCES and may also cooperate with other local, state, and regional agencies and organizations in matters of common concern.

This cooperation will extend to such areas as joint educational services, research, exchange of data and information, coordination of curriculum, coordination of school activities and calendars and cooperative use of facilities.

Before joining any cooperative programs or participating in any joint educational services with other districts or entities, the Board will carefully weigh the desirability and feasibility of such cooperation and will make sure that in all instances the best interests of the district's children are served. The Board shall select members from its membership to act on any joint programs or to serve on any boards of cooperative educational services which the school district is a member of.

First Reading: April 13, 2020

Adoption Date: May 18, 2020
STAFF INVOLVEMENT IN DECISION MAKING

The Board believes that a school system functions best when there is a continuous exchange of ideas and pertinent information among all groups within the system. Positive attitudes and morale among the staff are enhanced when each employee is assured that his voice is willingly heard by those in positions of administrative and governing authority.

Therefore the Board, the district administration and school principals will seek to involve the staff as major decisions are made and will establish channels for hearing the viewpoints of individual employees and employee groups.

The certified staff shall be given full opportunity and encouragement to contribute to curriculum development, with particular arrangements made for determining curricular goals and objectives, and the development of policies and regulations pertaining to the instructional program.

While each employee in this district will have the opportunity to bring his ideas to the Board, it is expected that employees will proceed through the recognized administrative channels.

Each administrator shall maintain channels for conferring with both the certified and support staff in establishing applicable policies and regulations.

The superintendent shall communicate with staff about concerns and suggestions regarding the operation of the schools. The superintendent shall consider the counsel given, especially by groups designated to represent large segments of the staff, and shall inform the Board of such counsel in presenting recommendations for Board action.

First Reading: April 13, 2020
Second Reading: May 18, 2020
FAMILY AND MEDICAL LEAVE

Pursuant to the provisions of the Family and Medical Leave Act (P.L. 103-3), the District hereby adopts the following policy relating to family and medical leave for eligible employees.

DEFINITIONS

Certified Teacher & Administrators

Eligible teachers and administrators are entitled to 12 weeks per year commencing the period within their respective contracts (usually July 1 to June 30 per fiscal year).

Classified Staff

Eligible employees are entitled to 12 weeks per year, this period is measured forward from the first date an employee takes FMLA. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period.

(I.E. Jane Doe’s FMLA began on November 12, 2019 so her 12-month period is November 12, 2019 to November 11, 2020)

BENEFITS

Eligible employees are entitled to a total of twelve (12) weeks of unpaid leave per year for the following four leave situations:

1. the birth and first-year care of a child;
2. the adoption or foster placement of a child;
3. the “serious health condition” of an employee’s spouse, parent, or child; and
4. the employee’s own “serious health condition”.

For purposes of the benefits referred to above, a serious health condition means “an illness, injury, impairment, or physical or mental condition that involves:

1. in-patient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider that results in a period of incapacity of more than three (3) consecutive calendar days and involves either two (2) or more treatments by a health care provider, or treatment by a health care provider on at least one occasion followed by a regimen of continuing treatment under the supervision of the health care provider. Over-the-counter medications, bed rest, taking of fluids, exercise, and other activities that can be initiated without a visit to a health care provider do not
constitute continuing treatment. Serious health condition does cover conditions such as asthma and diabetes even if the episode of incapacity does not last more than three (3) days.

For purposes of the benefits referred to above which pertain to leave for the care of a child, the term “child” shall mean a son or daughter which is either a biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis, who is:

1. under eighteen (18) years of age; or
2. eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

ELIGIBLE EMPLOYEE

To be eligible for leave under this policy and to be considered an eligible employee, an employee must have been employed:

1. for at least twelve (12) months (nonconsecutive); and
2. for at least 1,250 hours of service within the previous twelve (12) month period. Time paid (i.e., sick leave, vacation leave, etc.) will not be counted in calculating hours of service.

In the case of employees only employed for nine (9) months or one hundred eighty (180) working days out of each twelve (12) month period, this will require that they be employed for at least 1,250 hours of service during those one hundred eighty (180) working days, or whatever number of working days are actually worked during the twelve (12) month period.

Any eligible employee who is entitled to the leave referred to above shall be entitled to continuation of health benefits and all other insurance benefits, as well as accrual of sick leave and/or other leave benefits during the period of leave, under the same terms and conditions as are provided to the employee prior to taking the leave. Any increase in premiums or deductibles that apply to active employees shall also apply to employees on FMLA leave. Any employee who fails to pay his required share of premium may be dropped from coverage under the group health plan. The District shall provide the employee a notice that coverage will be dropped at least fifteen (15) days before coverage will cease.

Any employee who is eligible for this leave and takes the leave is entitled to an equivalent position with equivalent pay, benefits, and conditions of employment upon return to employment so long as the employee can continue to perform all the essential functions of the position.
This leave is not to be considered as leave in addition to other leave granted to the employee by School District policy for which the employee is otherwise eligible, but is intended only to supplement that leave to the extent it does not otherwise provide for twelve (12) weeks of leave. In other words, to the extent that any eligible employee would be entitled to receive sick leave, maternity leave, or personal leave pursuant to other applicable School District policies, then the eligible employee must use the sick/personal leave benefits granted under other applicable District policies and only in the event that it does not provide the eligible employee with twelve (12) weeks of leave would the employee be able to use the leave granted under this policy.

The leave for which the eligible employee may qualify under the provisions of this policy will not exceed twelve (12) weeks inclusive of the leave utilized under other District policies for any of the above described leave situations. (For example, if due to the illness of an employee, an employee desires to take leave for a period up to twelve (12) weeks and the employee has available six (6) weeks of sick leave which could be utilized for this leave, then the employee would be required to use the six (6) weeks of available sick leave and thereafter would qualify for six (6) weeks of unpaid leave pursuant to this policy. If the employee had available up to twelve (12) weeks of personal/sick leave which could be utilized, then this policy would not apply).

LIMIT ON CHILD CARE BENEFIT

The family leave benefit applicable to the birth, adoption, and foster placement for child care ends after (1) the child reaches age one; or (2) twelve months after adoption or placement.

When both spouses are employed by the School District, the combined amount of leave for birth, adoption, and illness of a parent may be limited to a total of twelve (12) weeks. This limitation is not applicable to leave for personal illness and illness of a spouse or child.

PLANNED MEDICAL LEAVE

In the event an eligible employee employed principally in an instructional capacity (teacher or teacher's aide) requests leave due to a serious health condition or to care for someone with a serious health condition, and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the District may require that such employee elect either:

1. to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or

2. to transfer temporarily to an available alternative position offered by the School District for which the employee is qualified and that (1) has equivalent pay and benefits;
and (2) better accommodates recurring periods of leave than the regular employment position of the employee.

REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER

1. In the case of an instructional employee, if the eligible employee begins leave more than five (5) weeks prior to the end of the academic term, the District may require the employee to continue taking leave until the end of such term if:

   A. the leave is of at least three (3) weeks duration; and

   B. the return to employment would occur during the three (3) week period before the end of such term.

2. If the eligible employee begins leave, which leave is granted for any of the permissible reasons other than the employee’s own serious health condition, and the leave period would commence within the last five (5) weeks prior to the end of a semester, the District may require the employee to continue taking leave until the end of such term if:

   A. the leave is of greater than two (2) weeks duration; and

   B. the return to employment would occur during the two (2) week period before the end of such term.

3. If the eligible employee requests leave for any reason other than the employee’s own serious health condition, which period would commence during the three (3) weeks prior to the end of a semester and the duration of the leave is greater than five (5) working days, the District may require the employee to continue to take leave until the end of such term.

4. Whenever a teacher is required to extend his/her leave as provided for in Sections 1, 2, or 3 above, the “extra” leave required by the employer does not count against the employee’s twelve (12) work week entitlement.

5. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. The term includes teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal jobs, actual teaching or instruction.

PROCEDURE FOR REQUESTING LEAVE

In all cases, an employee requesting leave must complete the attached “Application for Family and Medical Leave” and return it to {the Benefits Director}. The completed application must
state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to his or her supervisor and to {the Benefits Director} as soon as the necessity for the leave arises.

DUTIES OF EMPLOYEE

In any case in which the reason for leave is due to the necessity of the employee to care for the spouse, son, daughter, or parent of the employee or because of the serious health condition that makes the employee unable to perform the functions of his/her position, the employee:

1. shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the District, subject to the approval of the health care provider; and

2. shall provide the School District with timely notice, such notice to be not less than thirty (30) days before the date the leave is to begin, of the employee’s intention to take leave under such provision, except that, if the date of the treatment requires the leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.

CERTIFICATION

The District may require that a request for leave to care for a relative with a serious health condition or because of the employee’s own serious health condition be supported by a certification issued by the health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee as appropriate. The employee shall provide, in a timely manner, a copy of such certification to the Superintendent.

Certification provided under this section shall be sufficient if it states:

1. the date on which the serious health condition commenced; and

2. the probable duration of the condition; and

3. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and

4. if applicable, a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed to care for the son, daughter, spouse, or parent; and
5. 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; and

6. in the case of certification 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 and the duration of such treatment, and a statement of the medical necessity for the intermittent leave on a reduced leave schedule.

Second Opinion: In any case in which the District has reason to doubt the validity of the certification provided by the employee for leave for medical care or for medical reasons, the District may require, at the 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 certification provided under this section, the District may require, at the 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 final and shall be binding on the District and the employee.

The District may require that the eligible employee obtain subsequent recertification on a reasonable basis, however, such a request will be made not more often than every thirty (30) days. Any expense surrounding the recertification is the responsibility of the employee.

DESIGNATION OF LEAVE AS FAMILY MEDICAL LEAVE

Once the District learns that the employee is taking leave for a family medical leave qualifying reason, the employer will give notification to the employee that the leave is designated as family medical leave within two (2) business days after the determination is made. The notice should be in writing, however, it may be given orally if confirmed in writing no later than the next regular pay day (unless less than a week remains until the next pay day). If the employee is out for a FMLA qualifying reason and the District does not learn of the reason until the employee returns, the employee must give notice within two (2) days of his return and the District will give notice of any FMLA designation within two (2) days thereafter. The District may also provisionally designate leave as FMLA qualifying leave while awaiting receipt of medical certification or a second or third medical opinion.

RETURN FROM LEAVE

An employee must complete a “Notice of Intention to Return From Family or Medical Leave” before he or she can be returned to active status. If an employee wishes to return to work prior to
the expiration of a family or medical leave of absence, notification must be given to the employee’s supervisor at least five (5) working days prior to the employee’s planned return.

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 (*1) the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave either to care for an individual or on account of the employee’s own serious health condition, or (2) other circumstances beyond the control of the employee.

First Reading: April 13, 2020

Second Reading: May 18, 2020
EQUAL EMPLOYMENT OPPORTUNITY/TITLE IX/IMMIGRATION ACT
AND SECTION 504 OF THE REHABILITATION ACT

The School District is dedicated to nondiscrimination in employment and program offerings. Persons who feel discrimination has taken place should contact the District's Civil Rights Coordinator for a statement of rights and grievance procedures.

The District is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, gender, race, color, religion, national origin, or disability. It is the District's policy to maintain a nondiscriminatory environment free from intimidation, harassment, or bias based on these grounds.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex by any educational institution receiving Federal financial assistance. Officers and employees of the District are prohibited from discrimination on the basis of sex in relation to admission, treatment of students, and terms and conditions of employment.

In accordance with the Immigration and Control Act of 1987, the District will employ only United States citizens or aliens lawfully authorized to be in the United States.

In accordance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified person will, solely by reasons of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored by the District.

Complaints or grievances pertaining to Title IX, discrimination and Section 504 of the Americans with Disabilities Act shall be pursued in accordance with the procedures set forth in Policy AC-R.


First Reading: April 13, 2020
Second Reading: May 18, 2020

LEGAL REFS.: W.S. 21-7-302 27-4-301 through 27-4-304
CROSS REFS.: AC, Nondiscrimination
GBM, Staff Complaints and Grievances
REGULATIONS FOR LEAVE OF ABSENCE
WITHOUT PAY FOR CLASSIFIED STAFF

The following regulations apply for the procedure for Support Staff to receive approval for leaves of absences without pay. Any unpaid leave of absence can only occur when classified staff have used all their sick, personal and any vacation days and are requesting additional time off. Classified staff may not apply for any unpaid leave until this condition is met and will be asked to use any remaining days available to them.

All requests for leaves of absences without pay must be:
1. Made in writing using the leave request form
2. Explained in the leave request
3. Of ten working days duration or less; if more than 10 working days employee may be required to file leave under the Family and Medical Leave Act
4. Signed and dated by the employee, signed and dated by the employee’s supervisor (as shown below) as either approved or non-approved, and signed and dated by the district Business Manager as either approved or non-approved.

The Business Manager’s approval or non-approval will be final. The Business Manager will report to the Superintendent of Schools within two (2) business days of any case where the Business Manager’s approval or non-approval was different than that of the supervisor’s approval or non-approval.

Supervisors for leave of absence without pay requests are as follows:
- Building Principals – Building – Secretaries, Nurses, Para-professionals, Librarians, Library Assistants, Custodial Staff and other classified staff within their assigned building not listed below.
- Food Service Supervisor – Cooks and Kitchen Staff
- Transportation Director – Bus Drivers, Bus Mechanics, and Bus Technicians
- Maintenance Director – Maintenance Staff
**Technology Directors** - Technology Assistants and Computer Technicians

**Special Education Director** – Special Education Secretary and Case Manager

**Business Manager** – Accounting Clerks, District Office Secretary, Records Clerks, Transportation Director, Food Service Supervisor, Maintenance Director and Technology Director

A Non-Paid Leave Request Form will be provided at the request of the employee.

First Reading: April 13, 2020
Second Reading: May 18, 2020
The immediate family of a support staff employee is the spouse, child, grandchild, parent, sister, brother, grandparent, father-in-law, mother-in-law. Others who reside in the same household with the employee or a person standing in lieu of parents are also considered immediate family.

Accrued days may be used to address health concerns of the employee, immediate family, or immediate household (which is defined as people who reside within the physical structure of the employee’s home, who are dependents for IRS tax purposes).

Multiple/Frequent Absences (Extended Leave)

After five consecutive days of absence, the building principal or supervisor may require that an employee furnish a written physician’s statement, demonstrating proof of illness or disability.

After ten cumulative days of absence, the superintendent may have the employee examined for a second opinion. The cost of such examination will be borne by the Board of Trustees. At this time the employee may be required to request FMLA leave.

Employees that are absent for three days without notification and showing up to work (no call, no show) will be subject to termination. Emergency employee situations shall be handled on a case-by-case basis.

Employees that qualify for FMLA will need to provide a signed and dated written request to the business manager. All FMLA leave is subject to all applicable laws and regulations.

Emergency, Bereavement, and Family Illness

Eligible classified employees may be absent a maximum of ten (10) days, because of the death, illness, or injury of a member of the immediate family with superintendent approval. Leave beyond 10 days must be approved by the Board of Trustees. The district may grant a maximum of (1/2) day of full pay, the rest of the balance may be taken from vacation, personal or sick leave with approval of the superintendent or Board of Trustees.

Classified employees may attend funeral services of acquaintances, without loss of pay or sick leave. Leave under this provision is limited to the immediate geographical area, one-half day in length and must be approved by the building principal or immediate supervisor.
SUPPORT STAFF LEAVES AND ABSENCES

All leaves are subject to approval or disapproval by the Superintendent, building principal, or designated supervisor. Requests should be submitted as far in advance as possible. All leaves granted will be in units of quarter, half, or full days. Final authority for approval or disapproval of all leave remains with the Superintendent.

Employee Classifications:

**9 Month Part-Time:** (FLSA Non-exempt) Hourly employees who are scheduled for less than 30 hours per week during the board approved school year (student days). These employees are eligible for 1 personal day and 9 sick days.

**9 Month Full-Time:** (FLSA Non-exempt) Hourly employees who are scheduled for more than 30 hours per week during the board approved school year (student days or as assigned by supervisor). These employees are eligible for 2 personal days and 9 sick days.

**12 Month Full-Time:** (FLSA Non-exempt) Hourly employees who are scheduled for more than 30 hrs weekly, throughout 12 months of the year. These employees are eligible for 10 vacation days (15 after 10 years of service), 2 personal days and 10 sick days per year.

**Directors/Supervisors:** (FLSA Exempt) Contracted, salaried employees who are scheduled to work 40 hours per week, 260 days per year as stipulated by their contracts. These employees are eligible for 10 vacation days (15 days after 10 years of service), 2 personal days and 10 sick days per year.

**Non 260 Day Directors:** (FLSA Exempt) Directors who are contracted for less than 260 days are eligible for 3 personal days and 9 sick days

**Sick Leave**

Sick leave is defined to include illness of an employee, physician appointments, or serious illness requiring bedside or household attention for the employee's immediate family.

Sick leave is fully accrued at the beginning of the fiscal year (July 1st).

**Immediate Family**
Sick Leave Bank

A sick leave bank will be administered to help support staff who suffer catastrophic illness or major surgery, and who have exhausted sick leave accrued in their own names.

A committee consisting of the business manager or his designee and four employees appointed by the superintendent will administer the sick leave bank. Members of the sick leave bank committee will be established in September of each school year. Of the four employees appointed, two employees shall represent Wheatland-area schools, one employee shall represent Glendo schools, and one employee shall represent the Chugwater School.

The sick leave bank committee will create regulations to guide their actions. These regulations must be ratified by the Board of Trustees. The following limitations apply to the regulations and activities of the sick leave bank committee:

1. No support employee may draw more than sixty days from the sick leave bank during the period from July 1 to June 30.

2. The sick leave bank may be used for a support employee's own illness or surgery and for spouse or children.

3. Withdrawals from the sick leave bank may only be made when a support employee's own sick leave, personal days, and vacation days have been exhausted.

Personal Leave

Full-time (full-time is at least six (6) hours a day, five days a week) support staff employees will be permitted two days per year for personal leave. Support staff employees working less than six (6) hours per day will be granted one day of personal leave. Support staff employees may accumulate up to seven personal days. No more than seven personal days may be used per year. Personal leave will be used in 1/2 day increments.
The definition of "personal leave" is wholly within the discretion of the individual employee.

Requests for personal leave must be made to the employee's immediate supervisor at least 48 hours prior to the requested leave date. The supervisor may approve or disapprove the request.

**Maternity or Paternity Leave**

The purpose of the Maternity/Paternity leave policy is to provide a combination of paid and unpaid leave, as set forth below, to eligible employees regardless of their eligibility under the Family and Medical Leave Act (FMLA).

I. The following employees are eligible for maternity/paternity leave under this policy:

Classified employees who are classified as a full-time regular employee as defined by PCSD #1 and have been employed by the district for a period of 90 days prior to the birth or placement (paid leave).

Classified Employees who are eligible under FMLA must have been employed at PCSD#1:

a. for at least twelve (12) months (nonconsecutive); and
b. for at least 1,250 hours of service within the previous twelve (12) month period. Time paid (i.e., sick leave, vacation leave, etc.) will not be counted in calculating hours of service.

For additional information, please see PCSD#1’s Family and Medical Leave Policy (GCC).

II. One of the following leave situations must also be met for an employee to be eligible for maternity/paternity leave under this policy:

1. The birth and first year care of a child; or

2. The adoption or foster placement of a child under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

III. Maternity/Paternity Leave Provisions:

1. Employees eligible for maternity/paternity leave under this policy may take up to twelve (12) weeks of leave for a birth or placement of a child as set out herein. For the purposes of this
policy, three (3) of those weeks (15 days) shall be compensated at 100 percent of the employee’s regular, daily pay, and an additional nine (9) weeks of unpaid leave is available under this policy.

2. For employees who are eligible for maternity/paternity leave under this policy and are also an eligible employee under the FMLA, the maternity/paternity leave under this policy shall count towards the employee’s twelve (12) weeks of unpaid leave pursuant to the FMLA.

3. When both spouses are employed by the District and are eligible employees under this policy, the combined amount of leave for birth or placement for adoption or foster care may be limited to a combined total of twelve (12) weeks. Each spouse employed by the District will receive three (3) weeks of paid leave, as set forth above.

4. Use of the three (3) weeks paid maternity/paternity leave described in this policy must be used within 90 days of the birth or placement. When both spouses are employed by the District and are eligible employees, the paid leave must be used consecutively. Special circumstances will be reviewed by the Superintendent and approved by the Board.

5. Employees may use accrued personal days and sick time, as applicable, toward unpaid leave.

6. The fact that multiple births or adoptions occur does not increase the length of maternity/paternity leave.

7. Upon termination of employment, the employee shall not be eligible for payment for any unused maternity/paternity leave.

8. Benefits will remain the same while an employee is on maternity/paternity leave. Employees on maternity/paternity leave shall maintain coverage under the District’s group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. 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 the employee fails to return from leave after the period of leave to which the employee is entitled has expired.

9. PCSD#1 will take disciplinary action, up to and including termination or dismissal, against an employee who uses maternity/paternity leave for purposes other than those provided for in this policy.

10. An eligible employee shall initially notify his or her supervisor of the need for
maternity/paternity leave and include the estimated timing and duration of such leave at least thirty (30) calendar days in advance of the need for maternity leave, where practical.

11. If the need for maternity leave is not foreseeable, an eligible employee must give notice of the need to his or her supervisor as soon as practical.

Leave for Religious Reasons

Leave requests for religious reasons may be granted by the superintendent of schools, as a Leave of Absence Without Pay, or vacation time. Requests for days in excess of those provided under that section of this policy must be approved by the Board of Trustees.

Leaves for Court or Jury Service

Employees will be excused for court or jury service with no jeopardy to their employment.

The employee must choose between the school salary or the pay provided by the court. He/she must return to the school district the salary or pay he/she does not choose to retain.

Professional Leave

Professional leaves of absence without loss of pay may be granted to employees for the following purposes:

1. Attendance at state, regional, or national meetings

2. In-service activities

3. Other meetings approved by the immediate supervisor.

Requests for professional leave must be submitted in writing to the employee's immediate supervisor at least a week in advance and must be approved by both the supervisor and/or Business Manager or Superintendent of Schools.

Leaves of Absence Without Pay

Requests for leave without pay may be granted by the Business Manager upon the employee's submitting the request to the building principal/immediate supervisor for a recommendation
subject to regulation GDBD-R. Leave without pay will be approved only after the employee has exhausted all paid leaves which are available to the employee.

Employees having three (3) days of non approved leave without pay in a fiscal year may be subject to dismissal.

Military Leave

Military leave will be granted without pay to any support staff employee. Upon return from military leave, the employee will be placed on the salary schedule at the step he/she had attained.

First Reading: April 13, 2020
Second Reading: May 18, 2020