

Descriptor Term:

Descriptor Code:
GDC

Issued Date:
12/17/2013
Rescinds:
03/13/2001

Classified Staff Leaves and Absences

1. Personal leave of one day (1) per year is allowed after four months of successful employment. Each year, thereafter, one (1) additional non-accumulative day will be granted. No more than five (5) personal days in one (1) school year may be used.

Unless there is an emergency situation, requests for personal leave must be given to his/her immediate supervisor at least 48 hours prior to the request leave date or as far in advance as possible.

Personal leave will be granted only after the authorized form has been submitted and approved by their immediate supervisor. Exceptions may be made to this policy subject to the availability of approved, certified, substitute personnel.

2. The school district's regular classified employees will be granted with one day sick leave per month employed, accumulative to 65 days. After accumulating 65 days, each year thereafter ten (10) additional non-accumulative days will be granted. Sick leave shall be credited on the 15th day of each month. Employees may be absent for their own illness up to the number of days of their sick leave credit without loss of pay. Employees salaries shall reduced by on day's pay, based on a current salary schedule, for each day they are absent in excess of their accumulated sick leave. Regardless of the number of days of sick leave accumulated, an employee will not be paid for more than nine (9) days sick per year due to a very serious illness requiring the employee's bedside or house hold attention for a member of the employee's immediate family or due to a death of a member of the employee's immediate family (immediate family to include husband, wife, mother, father, sister, brother, child or grandparents of the employee, or a maximum of five (5) days sick leave for similar situations involving the family of the spouse; and additional days are subject to the approval of the Board. Sick leave shall also include temporary disability due to pregnancy as verified by the physicians' statement. The District will provide unused sick leave pay at \$50.00 per day payable in June or the month following one's employment separation when a person terminates their employment with Meeteetse Schools, for accumulated sick leave up to 65 days.

An employee shall not be eligible to receive donated sick leave days until that employee has been employed by the District at least 90 days, has exhausted all personally accrued sick leave, personal leave, and accrued vacation leave. An employee shall not be eligible to receive donated sick leave days until he/she has incurred five (5) days loss of pay as a result of the exhaustion of his/her accumulated sick leave, personal leave and accrued vacation leave. While incurring the foregoing five (5) prorated days' loss of pay and while receiving donated sick leave, the employee may not receive pay or compensation from any other plans in which the district participates, either in full or part. For purposes of this section, the District insurance contributions are not considered compensation.

A participating eligible employee who meets the eligibility requirements may receive no more than 90 days of donated sick leave in any continuous 12 month period. The 12-month period is calculated from the first day the employee utilizes donated sick leave time. Leave time for part-time employees shall be prorated.

Cases of extreme hardship will be reviewed by the Board and handled on an individual basis.