

FARIBAULT AREA PUBLIC SCHOOLS
Faribault, Minnesota

Classified Personnel
Series 450

HOLIDAYS, VACATIONS AND SICK LEAVE
Policy No. 454.2

Section 1. Holidays

Personnel who are employed 20 hours or more per week will receive pay for the following holidays, if they are normally working before and after the holiday:

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| 1. July 4 | 6. Dec. 25 |
| 2. Labor Day | 7. New Years Day |
| 3. Thanksgiving Day | 8. Spring Break Day |
| 4. The day following Thanksgiving | 9. Memorial Day |
| 5. Dec. 24 | 10. One floating holiday (Designated by District) |

Holiday pay for full time personnel shall not exceed eight hours per holiday. Holiday pay for part time personnel shall be computed at the person's regular rate of pay times the hours in their normal workday. If a holiday falls on a weekend, the district will designate a compensatory day.

Section 2. Vacations

Twelve-month employees shall earn vacation as follows:

1. During the first 10 years vacation is earned at the rate of $\frac{5}{6}$ of a normal work day per month worked.
2. Beginning in the eleventh year vacation is earned at the rate of $1 \frac{1}{4}$ normal workdays per month worked.
3. Beginning in the twenty-first year vacation is earned at the rate of $1 \frac{2}{3}$ normal workdays per month worked.

Personnel who are hired for the school year in one capacity and for the summer in another capacity are not twelve-month employees. The rate that vacation is earned is based only on those years that the person was a twelve month employee.

Section 3. Sick Leave

Subd. I Allowance

- A. Sick leave shall be granted to all personnel who are employed 20 hours or more per week. Sick leave shall accumulate to a maximum of 1440 hours. Sick leave shall be earned at the rate of 1.85 hours for each 40 hours, - regular time, worked.
- B. When an employee is absent on sick leave which will be compensated for by worker's compensation, supplied by the school district, then the employee's pay for sick leave days used, as provided in these regulations, will supplement the worker's compensation pay only to the extent of the employee's daily wage.

Subd. 2 Definition of Sick Leave

Employees shall be granted sick leave under the following circumstances:

- A. Personal illness of the employee.
- B. Critical illness or death in the immediate family.

Employees shall be allowed full day pay for a reasonable time, not to exceed five days of absence caused by death in the immediate family or spouse's immediate family, as mother, father, sister, brother, spouse or child, grandparents. Critical illness in the immediate family shall be given the same consideration.

Section 4 Maternity/Paternity Leave

Subd. 1 Sick Leave

An employee who is pregnant may take Sick Leave for that period of time her physician determines for medical reasons the employee is unable to perform her normal duties. Sick leave cannot be used for child care. Any Sick Leave under this Section is limited to the earned Sick Leave accrued by the employee at the time of taking the leave.

Subd. 2 Maternity/Paternity Leave

- A. A pregnant employee shall submit a written request to the Superintendent for a maternity leave. Such a request will include the commencement date, return date, three months prior to the date of the requested leave. It shall also include a physician's statement indicating the estimated date of delivery of the child and her ability to continue her regular assigned duties.
- B. A male employee shall submit a written request to the Superintendent for a Paternity Leave including commencement date and return date, three (3) months prior to the date of the requested leave including a physician's statement indicating the estimated date of delivery of the child.

- C. The request will be submitted by the Superintendent to the Board of Education for approval. The Board is not required to grant any maternity/paternity leave of more than 12 months duration. Notice of their decision shall be provided in writing to the employee.
- D. An employee returning from maternity/paternity leave shall be returned to her/his former position or one comparable to it, unless mutually agreed on by the employee and the Superintendent. He/she may be required to submit to the Board a physician's statement indicating her/his ability to perform the duties of such position.
- E. An employee who returns from maternity/paternity leave shall retain seniority and all previous experience credit and any unused leave time accumulated at the commencement or the beginning of the leave.
- F. Periods of time for which the employee is on maternity/paternity leave shall not be counted as part of the probationary period.
- G. An employee on maternity/paternity leave is eligible to participate in group insurance programs at the employee's cost.
- H. All maternity/paternity leaves of absence shall be leaves without pay.

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