

DISCRETIONARY LEAVES

A. Leaves of Absence for Non-Represented Employees

Leaves of absence shall be provided for eligible employees pursuant in accordance with board-approved policies. Substitute, temporary and student employees are not eligible for such leave. Employees may not be absent from their respective school buildings/work site during duty hours, except by permission from the principal or immediate supervisor.

B. Attendance at Educational Conferences by Non-Represented Employees

The board of directors recognizes the importance of supporting professional development activities for staff. It also recognizes that staff are responsible for ensuring attendance at authorized activities, appropriately representing the district at such activities, and are further responsible for following district rules and regulations regarding expenditures for such authorizations.

Leaves with pay for employees to attend professional conferences and meetings may be approved by the superintendent or designee. Leave for such approved activities may include the following arrangements, subject to prior approval by the district:

1. Full Payment Leave. A substitute, travel, and/or per diem expenses may be provided and paid for by the district when the non-represented employee represents the district.
2. Partial Payment Leave. A portion of the substitute, travel, and/or per diem expenses may be provided and paid for by the district. The other portion may be paid by an approved agency, i.e. the Office of the Superintendent of Public Instruction, or an approved association.
3. No Payment Leave. All costs related to the absence, including the non-represented employee's wages, are paid for by an approved agency or association.

C. Personal Leave for Non-Represented Supervisory and Non-Represented Professional Technical Supervisory Employees

Three (3) days personal leave will be granted by the district annually to the supervisory non-represented employees. Application must be made at least twenty-four (24) hours prior to taking personal leave, except in emergencies as verified and approved by human resources.

1. Personal leave will not be granted the first five (5) student days and last five (5) student days of the school year unless the leave is for the high school, college or equivalent graduation of the employee's spouse, son or daughter.
2. Personal leave shall not be granted on a day prior to or after a school holiday or vacation.
3. Personal leave is cumulative up to six (6) days.

D. Personal Leave for Non-Represented Non Supervisory Employees

Two (2) personal leave days shall be available to all non-supervisory non-represented employees.

1. Personal leave is not available for the first five (5) and last five (5) days of school each year unless the leave is for the high school, college, or equivalent graduation of the employee's

spouse, son or daughter. No more than three (3) employees from this unit district wide will be granted this exception on any one of the last five (5) days of school.

2. Personal leave shall be granted on the workday immediately preceding or the workday immediately following a paid holiday or vacation day on a first-come, first-serve basis up to a limit of two (2) non-represented employees district-wide (except for employees for whom no substitute is required).

3. Personal Leave must be reviewed by the site administrator and pre-approved by the District. Personal Leave must be requested at least forty-eight (48) hours in advance, unless extenuating circumstances exists and can be documented to the site administrator.

4. One unused fully-funded personal leave day may be carried over for one year only, to a maximum total accumulation of two (2) fully-funded days.

5. Personal leave is separate from and not deducted from the employee's accrued sick leave

E. Leave Without Pay

Leaves of absence, either full-time or partial, without pay, which are in the best interest of the district, may be granted to non-represented employees either on a partial or full-time basis.

1. Leaves up to one (1) full school/work year may be granted for purposes which include, but are not limited to, professional study, travel, or recuperation. Such leaves must be requested by July 1, annually.

2. Leaves of absence without pay that have been approved for one (1) full school/work year may be renewed for one (1) additional year only at the district's option. Non-represented employees shall make the renewal request prior to June 1, annually.

3. Leaves of absence without pay for less than one (1) year may be approved by the superintendent or a work designee. Leaves of absence without pay for one (1) full school year require approval of the board.

4. While on leave without pay, the non-represented employee's experience credits for salary schedule purposes and leave benefits, shall be reduced on a prorated basis (number of LWOP days/number of employment authorization days, unless such leave without pay is covered by Family and Medical Leave.

5. Non-represented employees on short-term leaves of absence that do not require board approval shall promptly report their absence on the district-provided absence record form(s), as required. Should the non-represented employee fail to provide the report prior to the next payroll cut-off period, the district may deduct leave without pay until the report is properly filed.

Cross Reference: Board Policy 5021

Applicability of Personnel Policies

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