

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Leave and Absence

Policy No. 603.1

Policy Title: Leaves and Absences

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Non-certified employees shall notify their supervisors in all instances at the earliest time practical when they are to be absent for sickness or for any other reason.

Leave of absence shall be without pay unless the district requires paid leave to be utilized for Family and Medical Leave Act leave, or unless the employee is otherwise entitled to paid leave as provided by district policy and related law, and the employee submits to his/her supervisor in advance of such leave his/her request that the absence be charged against specifically identified paid leave. Leaves of absence without pay will not be granted unless all other paid leave days including sick leave, personal leave and vacation leave have been exhausted.

Leave of absence without pay, as well as paid leave, must be approved by the employee's supervisor and is provided only for those purposes as set forth and as limited by district policy. Leave of absence without pay shall not exceed twelve (12) weeks, except as may be required by law.

Credits for paid leave of any type shall not accrue during a continuous leave of absence without pay which exceeds fifteen (15) calendar days, except as may be otherwise required by law. All credits for paid leave of any type are non-cumulative and will not carry over from year to year unless otherwise specifically provided by district policy and related law.

The employee shall receive no payment for unused and accrued leave of any type except as otherwise provided in district policy.

Abuse of sick leave, of leave of absence without pay or of other leave by an employee may be cause for dismissal.

Legal References: IC §33-1216, Family and Medical Leave Act

Date of Adoption: 3/10/87

Amended: 5/09/94, 7/12/10, 12/13/21

Reviewed: 2021