

**Strafford R-VI Board of Education**  
**Regular Meeting**  
**October 24, 2019**

President Graves called the meeting to order at 6:00 PM. Those present were Mike Goodin, Jack Graves, Kim Edwards, Tim Goodin, Travis Lathrop, Doug Fields, Michelle Gardner, Marcy Easterly, Melissa Morris, Shana Zbaren, Aaron Luebee and several high school art students (Alex House, Dylan Bradley, Amilia Brower, Owen Powell-Smith, and Marynna McLean), Brett Soden, and Vicki Tate. Members Bryan Campbell and Nancy Dollins were absent.

The Board and attendees observed a moment of silence and stated the Pledge of Allegiance.

It was the consensus of the Board to approve the agenda as presented.

Aaron Luebee and several high school art students presented their art projects. Aaron Luebee and her students left the meeting at 6:05 PM. (Alex House, Dylan Bradley, Amilia Brower, Owen Powell-Smith, and Marynna McLean).

Melissa Morris and Shana Zbaren reported on the district's library media centers. Melissa Morris and Shana Zbaren left the meeting at 6:10 PM.

Michelle Gardner updated the Board on the district's federal programs.

The motion was made by Mike Goodin to approve the following items on the consent agenda:

- September 26, 2019 minutes;
- Approval of bills and payroll;
- \$0 transfer;
- Treasurer's report;
- Approval of the 2019-20 transportation routes;
- Approval of the October Monthly Personnel Report;
- Set the November regular meeting date as Thursday, November 21st and December regular meeting date as Tuesday, December 17, 2019.

Travis Lathrop seconded. Carried 5-0.

The motion was made by Kim Edwards to approve policies GCBDA (Professional Staff Short-Term Leave), GDBDA (Support Staff Leaves) and delete policy JED-R (Attendance Policy 9-12) as recommended by the administration. Tim Goodin seconded. Carried 5-0.

Superintendent Soden reviewed proposed 2020-21 calendars with the Board.  
Doug Fields spoke regarding the proposed virtual education handbook.

Michelle Gardner, Elementary Principal, updated the Board on early childhood and elementary activities including parent/teacher conferences, enrollments, and upcoming events.

Michelle Gardner left the meeting at 6:55 PM.

Doug Fields updated the Board on high school activities including parent/teacher conferences, athletics, club activities, and upcoming events.

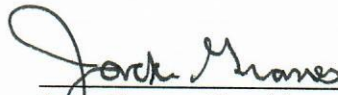
Marcy Easterly, Communications Director, updated the Board on foundation activities and gave each member a copy of the Maroon Nation.

Superintendent Soden updated the Board on bond issue projects, a possible community donation, discussed the payment for staff having an excess of 50 days sick days at the end of the year, substitute teacher pay, and district's Annual Performance Report results.


Doug Fields stepped out at 7:15 PM.

The motion was made by Travis Lathrop to enter into executive session at 7:25 PM as allowed under Section 610.021 (1, 2, 3, & 6) for a closed meeting with closed record and closed vote discussion of legal matters, pupil/personnel, personnel, and real estate. Kim Edwards seconded. YEA: Mike Goodin, Jack Graves, Kim Edwards, Tim Goodin, and Travis Lathrop. NAY: None. Members Bryan Campbell and Nancy Dollins were absent.

The Board came out of executive session at 7:35 PM. The motion was made by Tim Goodin to adjourn. Kim Edwards seconded. YEA: Mike Goodin, Jack Graves, Kim Edwards, Tim Goodin, and Travis Lathrop. NAY: None. Members Bryan Campbell and Nancy Dollins were absent.

  
\_\_\_\_\_  
Jack Graves, President

Attested by:

  
\_\_\_\_\_  
Travis Lathrop, Treasurer



Strafford R-VI Board of Education  
Agenda  
Thursday, October 24, 2019 – 6:00 PM

1. Call to Order  
Moment of Silence  
Approval of Agenda  
Reports from Parents and Groups  
A. MS/HS Art Students

**DISCUSSION ITEMS**

2. Program Evaluations  
A. Library Media Centers  
B. Federal Programs

**CONSENT ITEMS**

3. Approval of September 26, 2019 Minutes
4. Approval of Bills and Payroll
5. Transfer from General Revenue Fund to Special Revenue Fund
6. Treasurer's Report
7. 2019-2020 Transportation Routes
8. Monthly Personnel Report
9. Set November and December Board Meeting Dates

**ACTION ITEMS**

10. Policy Manual Revisions

**DISCUSSION ITEMS**

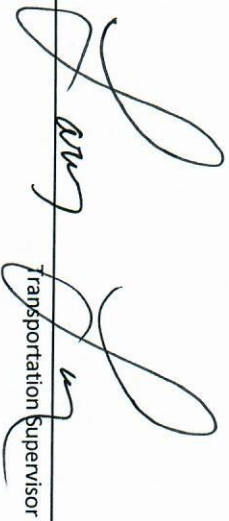
11. Discussion of 2020-21 Calendars
12. Virtual Education Handbook
13. Administrator Reports
14. Comments

**EXECUTIVE SESSION:** The following items will be discussed in executive session as allowed under Section 610.021 (1, 2, 3, & 6) for a closed meeting with closed record and closed vote.

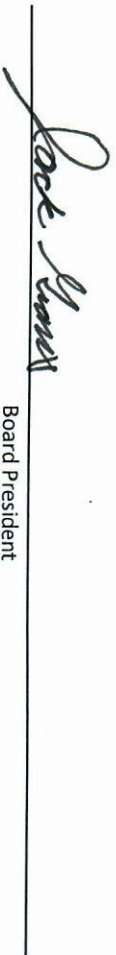
15. Legal Matters
16. Pupil/Personnel
17. Personnel
18. Real Estate

## Transportation Routes 2019-2020

Route #	Driver	Bus Capacity	# of Possible	# Regular Riders October 2019	# Regular riders with in 1 Mile	Route Time in minutes	Length of Route in Miles	Approved Miles
1	Terri Lay	77	43	24	0	40	36	6,192
2	Richard Clark	77	121	78	26	60	46	7,912
3	Mark Davis	77	86	50	0	55	48	8,256
4	Sandee Cline	77	68	53	0	40	36	6,192
6	Lora Luna	77	70	35	4	35	38	6,536
7	Jeff Bain	71	56	29	0	45	32	5,504
8	Marvin Cooksey	77	129	70	29	30	14	2,408
11	Summr Kiser	71	68	46	0	57	56	9,632
12	Debbie Rhodes	77	84	40	0	45	42	7,224
13	Tina Kepley	77	95	65	37	40	33	5,676
14	Sally Modica	77	93	58	0	58	42	7,224
15	Lita Yarberry	77	69	41	0	40	43	7,396
16	Murray Buschart	77	70	50	0	35	28	4,816
17[No-Tech]	Tracy Danielson	77	6	6	0	3:25 hr.	26	4,472
HC-18-am	Terri Lay	30	3	3	0	25	15	2,580
	TOTAL		1061	648	96	605	535	92,020

  
Transportation Supervisor

  
Superintendent

  
Board President

**September 30, 2019**

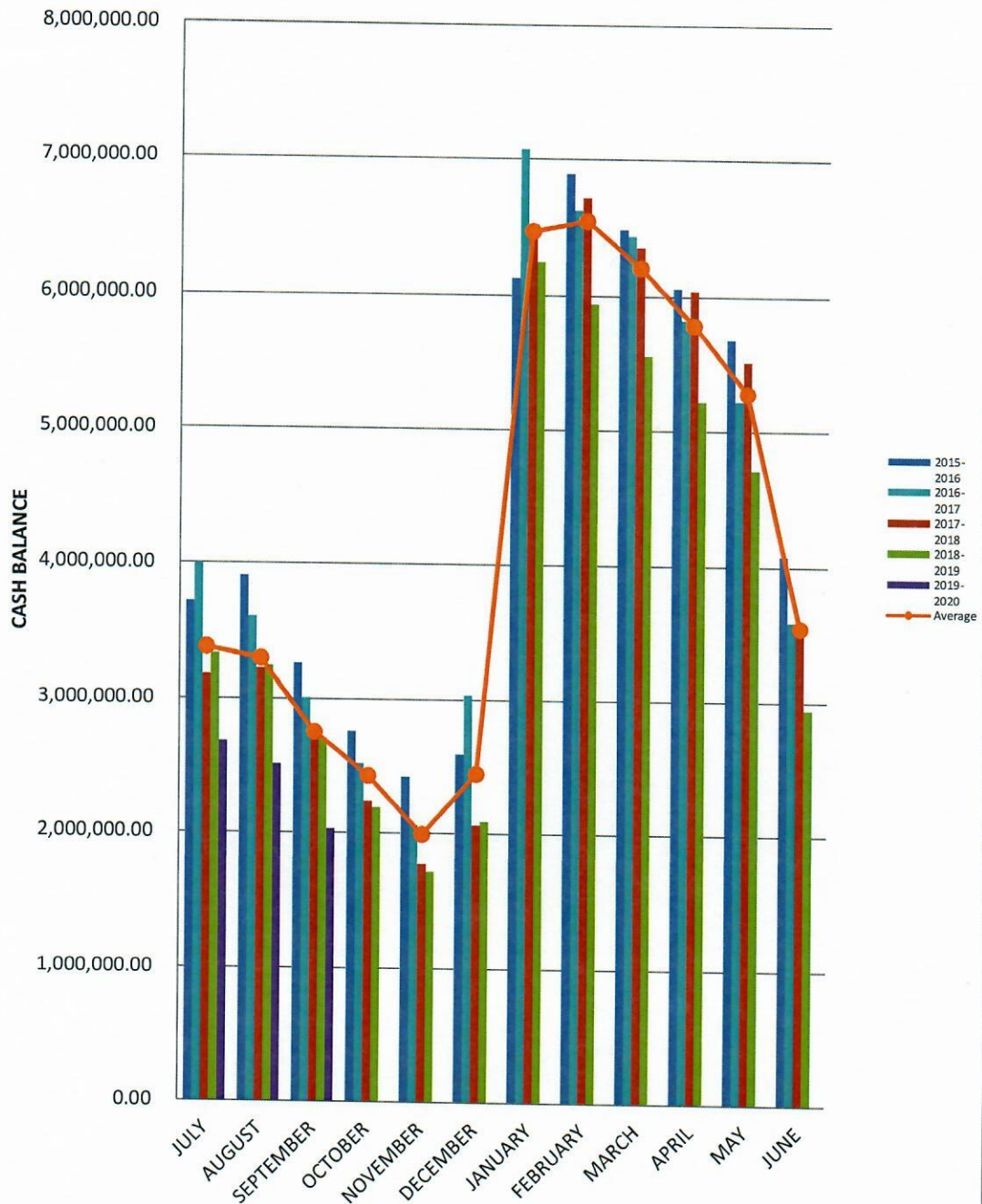
<b>Cash Balances:</b>	Operating Funds	Debt Service Funds	Total
Obannon Bank (1.15%)	(339,957.28)		(339,957.28)
Obannon Money Mkt (1.30%)	636,808.94		636,808.94
MOSIP			0.00
MAX Account (2.41%)	8,827,011.48		8,827,011.48
Revolving Funds (1.15%)	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>
Operating Funds	9,133,863.14	0.00	9,133,863.14
Debt Service Act. (1.30%)	<u></u>	<u>100,086.86</u>	<u>100,086.86</u>
Total O'Bannon Bank Funds	9,133,863.14	100,086.86	9,233,950.00
MOHEFA	<u></u>	<u>775,466.25</u>	<u>775,466.25</u>
Total Funds	9,133,863.14	875,553.11	10,009,416.25

**Fund Balances:**

	Operating Fund	Teachers Fund	Debt Service Fund	Capital Projects Fund	Total Fund Balances
	1,797,690.50	293,935.12	875,553.11	7,019,044.59	9,986,223.32
	YTD	LYTD			
Total Revenue	1,599,023.65	1,455,353.23			
Total Expenditures	1,695,329.68	763,184.52			
Difference	(96,306.03)	692,168.71	788,474.74		
*Bond Expense	1,004,514.58	0.00			
Adjusted Difference	908,208.55	692,168.71			



# CASH FLOW COMPARISON W/O BOND MONEY OR MOHEFA



**Strafford R-VI School District  
Personnel Report  
October 2019**

***Professional/Certified Staff***

Resignations/Retirements – None

Hiring Recommendations - None

Extra Duty Recommendations - None

Other – Substitutes

Name	Position	Notes
Allissa Lexa	Substitute	
Emilie Wuertenberg	Substitute	
Tobi Roberts	Substitute	
Tara Trevarthen	Substitute	
Heidi Calzavara	Substitute	

***Support Staff***

Resignations/Retirements – None

Hiring Recommendations

Name	Position	Notes
Amy Carney	Special Education Aide	

## **District Policy Revisions October 2019**

GCBDA (Professional Staff Short-Term Leave) – revise as recommended

GDBDA (Support Staff Leaves) – revise as recommended

JED-R (Attendance Policy Grades 9-12) - delete



## PROFESSIONAL STAFF SHORT-TERM LEAVE

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. . However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise noted.

1. **Sick Leave** - Professional staff employees whose assignments call for 12 months of full-time employment will be entitled to ten (10) days of sick leave. Professional staff employees whose assignments call for 11 months of full-time employment will be entitled to nine (9) days of sick leave. Professional Staff employees whose assignments call for full-time employment only during the regular school term will be entitled to eight (8) days of sick leave. Unused sick leave will be cumulative to 50 sick leave days. An absence of over one through four hours shall be counted as a half-day of sick leave.

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
  - < The employee's spouse.



- < The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
- < Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any certificated employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

Beginning with new hires after October 2019, professional staff who have been employed in the district for five (5) years will receive one half (1/2) of the accumulated sick leave ~~will be paid~~ upon leaving the system, provided a letter of resignation is submitted to the superintendent no later than June 1 of the current contractual year. The rate of pay shall be on a per diem basis as related to the current contract. Professional staff who was employed before October 2019 are grandfathered in and will receive this paid leave if the above stipulations are met.

2. **Personal Leave** - A maximum of four (4) days of personal leave will be available per school year. Unused personal leave days will accumulate to sick leave days under the sick leave guidelines.

Absences may be charged against personal leave for the following reasons:

- a. Tax investigation.
- b. Court appearances, unless applicable law or policy provides for paid leave.
- c. Wedding, graduation or funeral.
- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- g. ~~Leave connected with duty as a volunteer firefighter, member of Missouri 1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or activation by the Federal Emergency Management Agency (FEMA) in times of national disaster.~~
- h. Leave for other purposes as approved by the principal.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

The following stipulations will pertain to personal days:

- a. No personal days will be allowed the day before or after a holiday or school break.
- b. No personal days will be allowed during the first five (5) days and last five (5) days of the school year.

A district employee may request a waiver to use a personal day that may occur during the times outlined in the above stipulations (a) and (b). The waiver must be submitted in writing no less than 3 days in advance of the time leave is requested. The written request must be



made to the superintendent of schools, who will have the final determination if the request is approved.

3. **Vacation** - All professional staff employed on a 12-month basis will receive vacation per year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

Vacation time is accumulated as follows:

1 year – 10 years	2 weeks
Over 10 years	3 weeks

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

4. **Bereavement Leave** - When a death occurs in an employee's immediate family, the district will pay for one (1) day of leave for the employee to attend the service. The employee may take up to four (4) ~~five~~ days (5) sick or personal days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The Board defines "immediate family" to include:

- < The employee's spouse.
- < The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
- < Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.
- < Death of other relatives, with permission granted by the Superintendent.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

1. **Holidays** - The school calendar, as adopted by the Board, establishes the school recess periods and holidays for certified staff members employed on a school-year basis. The official school holidays for twelve-month certified employees are as follows: New Years



Eve, New Years Day, Friday of Spring Break, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. If school is in session due to make-up days on one of the above holidays, another day will be substituted.

2. **Professional Leave** - Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee, arranged well in advance and is not considered personal leave.
3. **Military Leave** - The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 - September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
4. **Election Leave** - Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
5. **Leave to Vote** - Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to Election Day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
6. **Jury Duty Leave** - An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
7. **Leave for Court Subpoena** - If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.



8. **Firefighter Leave** - Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
9. **Crime Victim Leave** - Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
10. **Civil Air Patrol Leave** - Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.
11. **Coast Guard Auxiliary Leave** - Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.



## **Pregnancy, Childbirth and Adoption Leave**

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to **twelve (12)** ~~six~~ weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: December 21, 1995

Revised: February 20, 1997/September 24, 1998/March 18, 1999/May 16, 2000/May 16, 2001/October 18, 2001/July 17, 2003/December 17, 2003/February 16, 2005/May 15, 2008/March 19, 2009/March 15, 2012/March 26, 2013/May 21, 2015/June 21, 2018

Cross Refs: DLB, Salary Deductions  
HA, Negotiations with Employee Representatives  
HPA, Employee Walkouts, Strikes and Other Disruptions

Legal Refs: ' ' 41.1000, .1005, 105.270 - .271, 115.102, .639, 168.122, 169.595, 320.200, .330 - .339, 494.460, 595.209, RSMo.  
Fair Labor Standards Act, 29 U.S.C. ' ' 201 – 2198(c)

FILE: GCBDA  
Critical

Family and Medical Leave Act of 1993, 29 U.S.C. ' ' 2611 - 2619  
Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy  
Discrimination Act, 42 U.S.C. ' 2000-1 – 2000e-17  
29 C.F.R. ' 1604.10  
*Willis v. School Dist. of Kansas City*, 606 S.W.2d 189 (Mo. Ct. App. 1980)  
*Stewart v. Board of Educ. of Ritenour*, 574 S.W.2d 471 (Mo. Ct. App. 1978)  
*Aubuchon v. Gasconade County R-1 Sch. Dist.*, 541 S.W.2d 322 (Mo. Ct. App. 1976)

Strafford R-VI School District, Strafford, Missouri



## SUPPORT STAFF LEAVES

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time support staff employees. Regular part-time support staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise noted.

1. **Sick Leave** - Any support staff employees whose assignments call for 12 months of full-time employment will be entitled to 10 days of sick leave. Support staff employees whose assignments call for full-time employment only during the regular school term will be entitled to six (6) days of sick leave. Unused sick leave will be cumulative to 50 sick leave days.
  - Non-certificated employees do not participate in the sick leave bank.
  - Non-certificated employees who have been with the district for five consecutive years will be paid one half (1/2) of their accumulated sick leave upon leaving the district.

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. The FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
  - < The employee's spouse.



- < The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
- < Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any support staff employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

2. **Personal Leave** - A maximum of four (4) days of personal leave will be available per school year. Unused personal leave days will accumulate as sick leave days under the sick leave guidelines.

Absences may be charged against personal leave for the following reasons:

- a. Tax investigation.
- b. Court appearances, unless applicable law or policy provides for paid leave.
- c. Wedding, graduation or funeral.

- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- g. Leave for other purposes as approved by the principal.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request. The following stipulations will pertain to personal days:

- a. No personal days will be allowed the day before or after a holiday or school break.
- b. No personal days will be allowed during the first five (5) and last five (5) days of the school year.

A district employee may request a waiver to use a personal day that may occur during the times outlined in the above stipulations (a) and (b). The waiver must be submitted in writing no less than 3 days in advance of the time leave is requested. The written request must be made to the superintendent of schools, who will have the final determination if the request is approved.

A district employee may not use personal leave days during the period the employee receives Worker's Compensation for time lost to work-related incidents.

- 3. **Vacation** - All support staff employed on a 12-month basis will receive vacation per year. An employee must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

The following schedule for vacation time applies. July 1 will be used as the determination date for service completed.



FILE: GDBDA  
Critical

3 months or less	No vacation
3 months – 11 months	Prorated portion of 1 week annually
11 months – 12 months	1 week annually
1 year – 10 years	2 weeks annually
Over 10 years	3 weeks annually

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

4. **Bereavement Leave** - When a death occurs in an employee's immediate family, the district will pay for one (1) day of leave for the employee to attend the service. The employee may take up to four (4) sick or personal days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The Board defines "immediate family" to include:

- < The employee's spouse.
- < The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
- < Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.
- < Death of other relatives, with permission granted by the Superintendent.

Unless otherwise provided, the following leaves will be provided to full-time and part-time support staff employees.

1. **Holidays** - The school calendar, as adopted by the Board, establishes the school recess periods and holidays for support staff members employed on a school-year basis. The official school holidays for twelve-month employees are as follows: New Years Eve, New Years Day, Friday of Spring Break, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. If school is in session due to make-up days on one of the above holidays, another day will be substituted.
2. **Professional Leave** - Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the immediate supervisor, arranged well in advance and is not considered personal leave.



3. **Military Leave** - The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 - September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
4. **Election Leave** - Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
5. **Leave to Vote** - Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to Election Day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
6. **Jury Duty Leave** - An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
7. **Leave for Court Subpoena** - If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
8. **Firefighter Leave** - Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by FEMA in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees



are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

9. **Crime Victim Leave** - Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
10. **Civil Air Patrol Leave** - Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.
11. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

### **Pregnancy, Childbirth and Adoption Leave**

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.



Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall apply up to twelve (12) weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six (6) weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

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Revised: December 21, 1995/February 20, 1997/September 24, 1998/March 18, 1999/ May 16, 2000/May 16, 2001/October 18, 2001/July 17, 2003/December 17, 2003/ February 16, 2005/May 15, 2008/March 19, 2009/March 15, 2012/March 26, 2013/May 21, 2015/ June 21, 2018/October 24, 2019

Cross Refs: DLB, Salary Deductions  
HA, Negotiations with Employee Representatives  
HPA, Employee Walkouts, Strikes and Other Disruptions

Legal Refs: ' ' 41.1000, .1005, 105.270 - .271, 115.102, .639, 168.122, 169.595, 320.200, .330 - .339, 494.460, 595.036, .209, RSMo.  
Fair Labor Standards Act, 29 U.S.C. ' ' 201 – 218(c)  
Family and Medical Leave Act of 1993, 29 U.S.C. ' ' 2611 - 2619  
Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy Discrimination Act, 42 U.S.C. ' 2000-1 – 2000e-17  
29 C.F.R. ' 1604.10

Strafford R-VI School District, Strafford, Missouri