

HOLDEN R-III SCHOOL DISTRICT

ABSENCE REPORT

(Effective 1/11/2023)

This form must be filed in the building office by all school personnel (certified and support staff) when they are absent from work. Absences not supported by this report will result in salary deductions. All types of leave, except sick leave, MUST have prior approval by Supervisor AND Superintendent.

Employee's Name _____

Date of Request _____

Date(s) Absent from Position _____

Length of Absence _____ Full Day _____ 1/2 Day (___ A.M. ___ P.M.)

Position _____

- Reason for Absence
- Sick Leave
 - Personal Leave
 - Bereavement Leave
 - Professional Leave—Conference/Mtg. Name _____
Approval by PDC? ___ Yes ___ No
 - Jury Duty Vacation FMLA Unpaid Leave
 - Military Leave Staff Wellness & Improvement Program Leave (SWIP)

I have read the leave policy of the school district and believe that this absence ___ (is) ___ (is not) covered by its provisions. (Summary of leave policy provisions on back of this form)

Signature of School Employee

Date

This leave request is:

Granted Denied

Granted Denied

Signature of Principal/Supervisor

Signature of Superintendent

Date

Date

Substitute's Name _____

Address _____

Substitute has W-4 on file with district ___ Yes ___ No

(If answered "No", the building office should obtain a completed W-4 from the sub and attach to this form)

This leave should be charged to Budget Account:

Substitute Budget Code # _____

Travel Budget Code # _____

1. Sick Leave—Absences may be charged against sick leave for the following reasons:
 - a. Illness, injury or incapacity of the employee.
 - b. Illness, injury or incapacity of a member of the *immediate family.
 - c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
 - d. Pregnancy, childbirth, and adoption leave, in accordance with the leave policy.
 - e. Additional bereavement leave (for members of *immediate family) or extended family granted for three (3) days sick leave. Additional bereavement days may be granted by superintendent in cases of need.
2. Personal Leave—a maximum of 5 days of Personal leave will be available per school year. Unused Personal leave days convert to sick leave at the end of the year.
3. Bereavement Leave—a maximum of 2 days of bereavement leave will be available per school year for a member of the employee's *immediate family. Unused bereavement leave will not convert to sick leave at the end of the year. A funeral notice will be required with this leave request.
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. The administrator will respond promptly to the employee's written request.
4. Professional Days—Employees may be granted professional days upon the approval of the superintendent. Professional days must be arranged well in advance, and are not considered business leave.
5. Jury Duty—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.
5. Vacation--Employees whose assignments call for 12 months full-time employment will be granted paid vacations in accordance with the fiscal year. All such employees on the payroll in July will be eligible for two (2) weeks (10 workdays) paid vacation after one (1) year employment. Any employee who is not on the payroll in July must work two (2) calendar months before they become eligible for paid vacation days. At that time, paid vacations days will be accumulated at the rate of one (1) paid vacation day per each month worked, up to ten (10) days in any fiscal year. Employees with less than ten (10) years of service will be granted ten (10) paid vacation days. Employees with between ten (10) and 20 years of service will be granted 15 days of paid vacation. Employees with more than 20 years of service will be granted 20 days of paid vacation. Vacations must be scheduled in advance after conferring with the employee's immediate supervisor and with the approval of the superintendent. Unused vacations cannot be carried over beyond the fiscal year unless special arrangements have been made with the immediate supervisor and approved by the superintendent. Employees whose assignments call for less than 12 months employment will not be granted paid vacations.
6. Family Leave Medical Act—
To be eligible for FMLA leave benefits, the employee must:
 - a. Have been employed in the district for at least 12 months (but not necessarily consecutively), and
 - b. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full-time teachers are deemed to meet this requirement), and
 - c. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite, and
 - d. Provide the district at least a 30-day notice of an expected absence for foreseeable circumstances, if practical.

An employee's accrued paid leave shall be substituted for unpaid leave and counted against the 12 workweek entitlement.

An absence may qualify for FMLA protection if it is for one (1) of the following reasons:

 - a. Birth and first-year care of the employee's child.
 - b. Adoption or foster placement of a child with the employee.
 - c. Serious health condition of the employee or the employee's spouse, child or parent.
7. Unpaid leave should be taken in the event, 1) the leave day does not meet any of the above criteria; or 2) if the employee has used all of their allowed days. Salaried employees pay will be docked in accordance with a daily rate formula based on their individual salary.
8. SWIP—Staff Wellness & Improvement Program (SWIP) Effective beginning January 11, 2023 through the May pay period, SWIP days may be earned by individual employees who have had perfect attendance (using no sick, personal, vacation, bereavement, or unpaid leave) in a previous full pay period (11th of one month through the 10th of the next month). Leave may be taken only if an employee has earned and been credited for a SWIP day in a previous pay period. SWIP leave does not roll over to the following school year. SWIP days earned can be utilized by staff members for wellness appts. during the school year or they can be saved and utilized after the end of the school year as a paid professional development day. Paid professional development days earned in this program will be reimbursed at the normal substitute teacher rate or \$110 per day. Professional development activities will be determined by the staff member in collaboration with their supervisor.