

Most Common Types of Leave – Updated 08.30.23

Leave Type	Who Approves Leave	Use of Leave	Days Earned Annually for Full Contract (Prorated if not starting at beginning of year)	Statement Required If Requesting Leave	Do the days roll into the next year as sick leave if not used.
Sick Leave Policy 03.1232 & 03.2232	Principal or Supervisor approves Sick Leave in Red Rover and employee provides supervisor with statement if doctor note is not provided.	- Personal illness, including illness or temporary disabilities arising from pregnancy - Illness of immediate family - Mourning of a member of immediate family - Immediate family is defined in policy 03.1232 and 03.2232	10, 11, or 12 dependent upon number of days in contract	YES If doctor note is not provided.	YES
Personal Leave Policy 03.1231 & 03.2231	Principal or Supervisor approves Personal Leave in Red Rover and employee provides supervisor with statement.	- No reasons are required - Approval is contingent upon availability of qualified substitute employees. Earliest applications get preference. - Unless approved by Superintendent, personal leave will not be granted on the day before or after a scheduled holiday	2	YES	YES
Emergency Leave Policy 03.1236 & 03.2236	- Principal approves leave in Red Rover if falls under bereavement, disaster, or court/legal - Principal or Supervisor consults with Superintendent prior to approving leave in Red Rover if reason is outside of those specified in policy and employee provides supervisor with statement.	- Death of a relative or personal friend - Personal disasters of the magnitude of tornadoes, fires, floods, etc. - Appearance as a witness or to produce documents when an employee's presence is required by subpoena. This is NOT to include actions in which the employee is a party. This also does not include jury duty. - Other such reasons of emergency or extraordinary nature as approved by the Superintendent or designee (no other person is currently a designee.)	2	YES	NO
Jury Leave Policy 03.1237 & 03.2237	Principal or Supervisor approves leave in Red Rover	- Serving on a jury in a duly constituted local, state, or federal court - Employees are expected to return to work if released with at least one (1) hour remaining in their work day.	Varies by jury requirement	NO	NO

		Full compensation is received LESS any compensation received as jury pay (except expense monies) for the period of ACTUAL jury service.			
Quarantine Leave Policy 03.12323 & 03.22323	Principal or Supervisor consults with Superintendent prior to approving leave	- For use if ordered to quarantine by one of personnel types listed in policy. - Can only be used if all sick leave provided to employee is exhausted - The District can determine quarantine leave is unnecessary if an employee can fulfill his or her job duties remotely during the quarantine period - Leave is day-by-day, as needed	Up to 10	Documentation must be provided as required in policy	NO
Maternity Leave Policy 03.1233 & 03.2233	- Employee completes a leave request form indicating the estimated dates of leave and number of sick leave days available for paid leave. - Employee enters leave in Red Rover. - Principal or Supervisor approves Sick Leave in Red Rover.	- Paid sick leave of up to 30 days immediately following the birth or adoption of a child - Additional sick leave days may be used when the need is verified by a physician - Unpaid leave may be granted by request. Employees shall notify the Superintendent in writing of their intent to return to the school system on or before date in Policy 03.123 Or 03.223. - Eligible employees are entitled to up to 12 workweeks of unpaid leave per FMLA policy	Use of days is deducted from sick leave balance	NO	NO
Family and Medical Leave Policy 03.12322 & 03.22322	All FMLA request forms should be submitted to the Superintendent for approval and submission to review by the Board of Education.	- Details of FMLA leave are complex and are spelled out in district policy and procedure. - Up to 12 work weeks of leave may be granted under FMLA. Time does not have to be consecutive. - Sick leave must be used in conjunction with FMLA but the employee may reserve 10 days of sick leave for future use. - Health insurance benefits continue to be paid under FMLA.	Use of days is deducted from sick leave balance-employee may reserve 10 sick days for future use	Board Procedure 03.12322 AP.21 must be completed and submitted to the Superintendent	NO
Extended Disability Leave Policy 03.1234 & 03.2234	All extended disability requests should be provided in writing to the Superintendent to be considered for approval by the Board of Education	Unpaid extended disability leave may be requested in writing to the Superintendent who will present the request to the Board of Education.	Sick leave will be used during extended leave until it is exhausted	Written request for leave must be presented to the Superintendent	NO