

Leaves of Absence

The Board believes that the provision of leaves in addition to the contractual leaves provided by the Master Agreement helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Board has the authority to grant any employee's request for a leave of absence. A leave of absence may be at the request of the employee or may be done involuntarily by action of the Board. The Board may also delegate this authority to a designee.

Delegation of Authority

Through this policy, the Board has delegated this ongoing authority to the Superintendent, both with regard to acceptance of an employee's request for leave of absence as well as an action of placing a certificated employee on an involuntary leave of absence.

Upon the Superintendent's action to place a certificated employee on a period of involuntary leave of absence, the Board shall ratify or nullify action of the Superintendent at the next regularly scheduled meeting of the Board or at a special meeting of the Board should the next regularly scheduled meeting of the Board not be within a period of 21 days from the date of the action. Whether such leave is with pay or without pay shall be determined when applying the appropriate principles of Section 33-513(7), Idaho Code.

A Superintendent's acceptance of a certificated employee's request for leave of absence shall be put before the Board for ratification at the next regularly scheduled meeting of the Board or within 21 days, whichever comes first.

Sick Leave

Classified employees who regularly work twenty (20) hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. Each such employee shall be granted sick leave with full pay of 10 days for full-time employees who work the entire school year. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

Compensation shall not be provided for unused sick leave.

"Sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family including; illness caused by an accident, diagnosis, care or treatment of a health condition, preventive care, time used in connection with that employee being a victim of

domestic violence, sexual assault or stalking, time spent at a funeral service, parental leave, an illness which renders the employee incapable of carrying on his/her duties. "Immediate family" shall mean the employee's spouse, children, step-children, foster children, parents, spouse's parents and grandparents by blood or marriage, grandchildren, siblings, any dependent person for whom the employee is responsible, any member who resides within the employee's immediate household. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

If an employee may qualify for FMLA, the employee may use accumulated sick leave prior to unpaid FMLA leave.

On-the-job injuries suffered by an employee shall also qualify for Sick Leave absences when not in conflict with Idaho Code 33-1216(c) regarding Workmen's Compensation.

Upon approval by the District, up to 5 days of Leave shall not be deducted from the employee's sick or personal leave due to the employee being unable to work because of the employee being subject to a Federal, State, Local or District quarantine or isolation order.

The District shall provide the employee with an accounting of their Sick Leave benefit on a regular basis.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

Accumulation of unused sick leave

Employees may accumulate unused sick leave. Upon retirement, an employee's accumulated unused sick leave must be reported by the District to the Public Employee Retirement System.

Parental Leave

Employees shall be eligible for parental leave for the following:

- having given birth to a child
- be the spouse or committed partner after the birth of a child
- have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Bereavement Leave

An employee who has a death in the immediate family shall be eligible for bereavement leave. The Superintendent shall have the authority to give bereavement leave for up to four (4) days. Bereavement leave of greater than four (4) days must be approved by the Superintendent.

Personal and Emergency Leave

Teachers will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Classified staff working full time shall receive three (3) personal days per year. If a classified staff member has any unused personal leave at the end of a school year, the employee may carryover up to three (3) personal days into the next school year not to exceed eight (8) personal days per year. The employee must submit in writing their intention to carryover unused personal days to the business office before the last day of school in any given year. Any unused personal leave will be paid out at the employee's hourly rate in increments of half or a full day.
2. If staff leave includes expenses payable by the District, the leave approval will so state.
3. Leave will only be granted in units of half or full days.
4. Notice of at least one (1) week is required for any personal leave of less than one (1) week. Notice of eight (8) school days is required for any personal leave exceeding one (1) week.
5. The Superintendent, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave. During any personal leave of greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

"Black Out Days" shall be defined as days that occur within the first two weeks or the last two weeks of school or the week before or after any District observed holidays or breaks. Personal Leave Days taken during Black Out Days shall be deducted at a premium rate of 1.5 Personal Leave Days per Black Out Day. An exception to this premium rate can be made by the Superintendent for extenuating circumstances.

Legal Reference: 42 USC 2000e, <i>et seq.</i>	Title VII of the Civil Rights Act
I.C. § 33-513	District Trustees - Professional Personnel
I.C. § 33-1216, <i>et seq.</i>	Teachers - Sick and other leave
I.C. § 33-1228	Teachers - Severance allowance at retirement

Policy History:

Adopted on: November 9, 2009

Revised on: June 14, 2010

Revised on: May 10, 2016

Revised on: April 10, 2023