

Support Personnel

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HOLIDAYS AND DAYS ON CALL FOR TWELVE MONTH EMPLOYEES 2018-19

Independence Day	July 4, 2018	Wednesday	Holiday
Labor Day	Sept. 3, 2018	Monday	Holiday
Fall Break	Oct. 19, 2018	Friday	On Call
	Oct. 22, 2018	Monday	On Call
Veterans Day	Nov. 12, 2018	Monday	Holiday
Thanksgiving	Nov. 19, 2018	Monday	On Call
	Nov. 20, 2018	Tuesday	On Call
	Nov. 21, 2018	Wednesday	Holiday
	Nov. 24, 2018	Thursday	Holiday
	Nov. 25, 2018	Friday	Holiday
Christmas	Dec. 24, 2018	Monday	Holiday
	Dec. 25, 2018	Tuesday	Holiday
	Dec. 26, 2018	Wednesday	Holiday
	Dec. 27, 2018	Thursday	Holiday
	Dec. 28, 2018	Friday	On Call
	Dec. 31, 2018	Monday	On Call
	Jan. 1, 2019	Tuesday	Holiday
	Jan. 3, 2019	Wednesday	On Call
	Jan. 4, 2019	Thursday	On Call
Jan. 5, 2019	Friday	On Call	
Martin Luther King Day	Jan. 21, 2019	Monday	Holiday
President's Day	Feb. 18, 2019	Monday	Holiday
Spring Break	March 18, 2019	Monday	Holiday
	March 19, 2019	Tuesday	On Call
	March 20, 2019	Wednesday	On Call
	March 21, 2019	Thursday	On Call
	March 22, 2019	Friday	Holiday
Bad Weather Day	May 3, 2019	Friday	On Call
Bad Weather Day	May 10, 2019	Friday	On Call
Bad Weather Day	May 17, 2019	Friday	On Call
Memorial Day	May 27, 2019	Monday	Holiday

VACATIONS

All personnel on twelve-month duty shall receive two weeks of vacation after a full school term of service. Twelve-month employees who have been employed for less than a full year may be granted vacation by the immediate supervisor and approved by the superintendent. Such vacation time will be prorated based on the time the individual has actually worked.

All vacations will be taken at a one week minimum, Monday through Friday, or as approved on a case by case basis by the superintendent or his/her designee.

ALTUS PUBLIC SCHOOLS
Non-Teaching
Staff Evaluation

Name: _____ Position: _____

School: _____ Date of Evaluation: _____

Date of Employment: _____

Comments of evaluator including strengths and areas for improvement.

Statement of staff member, may be concurrence, clarification, or disagreement.

Statement of Consensus including plan for improvement if needed.

Signature of Evaluator

Signature of staff member
being evaluated

Clerical Personnel Evaluation Form

Employee _____

Date _____

Position _____

Building _____

All evaluations are to be discussed with the employee. The evaluator shall give examples for those areas listed as "Unacceptable" on back of the evaluation form.

Rating scale: (3) Effective (2) Requires Improvement (1) Unacceptable

COMPETENCIES	RATING
Demonstrates depth of knowledge and performs duties of job description.	
Exhibits adequate knowledge of applicable software systems.	
Provides high quality results in work assignments.	
Exhibits proficiency in using office equipment to maximize job performance.	
Applies job knowledge to identify problems and develop appropriate solutions.	
Prepares and maintains accurate and complete records.	
Recognizes and assumes additional tasks.	
Safeguards confidential and privileged information.	
Expresses self clearly, both orally and in writing, for communication effectiveness.	
Gives a high priority to customer satisfaction by treating all individuals who enter the office with respect.	
Works independently and can minimize the development of a crisis.	

PROFESSIONAL ATTITUDE	RATING
Punctuality To Duty Stations	
Dependability/Task and Time Management	
Cooperation/Respect of Authority	
Interest and Enthusiasm	
Personal Appearance	
Ability To Accept Change	

ATTENDANCE	NUMBER
Number of days absent at the time of this evaluation	

Signature of Employee Being Evaluated

Date _____

Signature of Evaluator

Date _____

600.010A

8/01/12

Custodian/Grounds Maintenance Evaluation Form

Employee _____

Date _____

Position _____

Building _____

All evaluations are to be discussed with the employee. The evaluator shall give examples for those areas listed as "Unacceptable" on back of the evaluation form.

Rating scale: (3) Effective (2) Requires Improvement (1) Unacceptable

PERFORMANCE LEVEL INDICATORS	RATING
Has knowledge of the work expectations and can perform the duties of the job independently.	
Maintains an acceptable work standard; completes assignments within allowable time limits.	
Accepts responsibility for assigned tasks, related actions, equipment, and tools authorized to the employee.	
Exhibits a positive attitude toward work: accepts suggested procedural changes willingly; meets varying workload demands; and copes with normal job pressures.	
Requires only general instructions or direction; formulates appropriate solutions to normal assignments or problems.	
Works well with others; sensitive to needs of others; an effective team player.	
Reports for work at the assigned time and remains on the job for the assigned duty period; provides proper notification if absent.	
Complies with established work rules, district policies, and regulations.	
Performs assigned tasks in accordance with established safety practices.	
Assigns and directs the work of custodians or state workers under supervision to assure effectiveness.	

ATTENDANCE	NUMBER
Number of days absent at the time of this evaluation	

Signature of Employee Being Evaluated

Date _____

Signature of Evaluator

Date _____

600.010B

8/01/12

Food Service Worker Evaluation Form

Employee _____
 Position _____

Date _____
 Building _____

All evaluations are to be discussed with the employee. The evaluator shall give examples for those areas listed as "Unacceptable" on back of the evaluation form.

Rating scale: (3) Effective (2) Requires Improvement (1) Unacceptable

QUALITY OF WORK	RATING
Prepares food that appears appetizing and is acceptable in taste.	
Willing to work all stations in kitchen.	
Follows standard recipes and portion guides.	
Follows good sanitation and safety practices, shows sound judgment.	
Uses and cares for cafeteria equipment properly.	
Properly serves food efficiently and neatly.	
Uses most efficient way to produce high quality food.	
Meets food preparation work standards and deadlines.	

PROFESSIONAL ATTITUDE	RATING
Punctuality To Duty Stations	
Dependability/Task and Time Management	
Cooperation/Respect of Authority	
Peer Group Interaction/Food Service Team	
Interest and Enthusiasm	
Personal Appearance	
Rapport with Faculty and Students	
Ability to Accept Change	

ATTENDANCE	NUMBER
Number of days absent at the time of this evaluation	

Signature of Employee Being Evaluated

Date _____

Signature of Evaluator

Date _____

600.010C

8/01/12

Library Media Specialist Evaluation Form

Employee _____

Date _____

Position _____

Building _____

All evaluations are to be discussed with the employee. The evaluator shall give examples for those areas listed as "Unacceptable" on back of the evaluation form.

Rating scale: (3) Effective (2) Requires Improvement (1) Unacceptable

COMPETENCIES	RATING
Plans and implements a program of information skills and reading guidance that meets the needs of the school.	
Provides group and individual instruction on the use of reference materials.	
Evaluates and selects print and non-print materials which reflect the priorities of the school.	
Evaluates the media center regularly, establishing goals, updating materials, and planning a budget.	
Establishes a rapport with students and provides a pleasant, safe, and orderly library climate.	
Follows the Criteria for Effective Teaching Indicators when presenting instructional objectives to students.	
Recognizes and assumes additional tasks related to the library.	
Exhibits adequate knowledge of applicable technology and software programs.	
Establishes library hours that maximize accessibility.	

PROFESSIONAL ATTITUDE	RATING
Punctuality To Duty Stations	
Dependability/Task and Time Management	
Cooperation/Respect of Authority	
Interest and Enthusiasm	
Personal Appearance	
Ability To Accept Change	

ATTENDANCE	NUMBER
Number of days absent at the time of this evaluation	

Signature of Employee Being Evaluated

Date _____

Signature of Evaluator

Date _____

Approved 0

600.010D

8/01/12

Teacher/Computer Aide Assistant Evaluation Form

Employee _____
 Position _____

Date _____
 Building _____

All evaluations are to be discussed with the employee. The evaluator shall give examples for those areas listed as "Unacceptable" on back of the evaluation form.

Rating scale: (3) Effective (2) Requires Improvement (1) Unacceptable

INSTRUCTIONAL CRITERIA	RATING
Classroom Management/Discipline	
Ability to work with students	
Ability to deliver Planned Instruction	
Ability to follow Established Procedures	
Ability to work with teachers	
Initiative during instruction	
Punctuality to assignments	
Ability to get students to respond	

NON-INSTRUCTIONAL CRITERIA	RATING
Accuracy and punctuality of reports	
Acceptance of daily assignments	
Rapport with students	
Ability to follow school procedures	
Leadership during assignments	

PROFESSIONAL ATTITUDE	RATING
Punctuality to duty stations	
Dependability/Task and Time Management	
Cooperation/Respect of Authority	
Peer group interaction	
Interest and enthusiasm	
Personal appearance	
Responsibility/confidentiality	
Ability to accept change	

ATTENDANCE	NUMBER
Number of days absent at the time of this evaluation	

Signature of Employee Being Evaluated
 Signature of Evaluator

Date _____
 Date _____

600.010E

8/01/12

SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION

The Altus Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

No support employees who have been employed in Altus school district for more than one year or more may be suspended, discharged, or not renewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay by written notification by personal delivery or certified mail. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to any demotion, termination, or nonrenewal and after suspension, the support employee shall receive notice of his or her right to a board hearing, if requested. Employees will be notified by written notification by personal delivery or certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regularly meeting of the Altus Board of Education if the request is received by the clerk of the board at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the Altus Board of Education, which special meeting shall be conducted no sooner than 10 days nor later than 30 days after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment, or are non renewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel.

1. Leaving workstation without authorization prior to lunch periods, or end of work day.

2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours, without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of the district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignments.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing or interfering with employees, supervisors or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written or printed matter of any description on district property.

27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls during working hours, except for emergencies.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Failure to dress appropriately for work assignment.
34. Refusal of job transfer within the district, if transfer does not result in demotion.
35. Abuse of rest periods or meal period policies.
36. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
37. Insubordination of any kind.
38. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, supervisor, a student, or a visitor.
39. Violation of any district rule or policy.
40. Violation of any administrative rule or order.
41. If it is in the best interest of the school district, any support personnel may be suspended, demoted, or terminated.
42. Creating a continued poor or negative attitude including poor relationships with other staff, supervisors or students.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

REFERENCE: 70 O.S. 6-101.40 et seq.

WORK SCHEDULE FOR SUPPORT EMPLOYEES

Work schedules will be approved by the supervisor or building principal in advance and are subject to change based upon the needs of the district. Any deviation from this schedule must be approved in advance by the supervisor.

TERMS OF EMPLOYMENT

No more than 261 days per fiscal year. Holidays and "On Call" days will vary from year to year. Each 12 month employee shall be granted at least 8 paid holidays and 10 paid vacation days after one complete year of employment. "On Call" hours do not count towards the 40-hour work-week. If you are not available during "On Call" days, you must use "comp" time or personal business leave that is approved in advance.

ON-CALL STATUS

The purpose of this policy is to establish a consistent procedure to identify and compensate employees who are required by the school to respond to emergency or essential work situations related to their official duties and responsibilities.

This policy is in compliance with the Fair Labor Standards Act (29 U.S.C. 20, et seq.), which outlines specific employment policies including overtime and on-call stipulations.

An employee who is required by his or her supervisor/department to be available to respond to emergency or essential work situations related to his/her official duties and responsibilities shall be considered on-call.

A non-exempt employee is considered in the unrestricted on-call status if he/she is free to spend non-duty time as he/she chooses. If an employee only has to leave word as to where he/she can be reached or carries a beeper, he/she is considered unrestricted and therefore not entitled to compensation.

GRANTING YEARS OF EXPERIENCE FOR NON-CERTIFIED STAFF

It is the policy of the Altus Board of Education that the superintendent (or his/her designee) may have the discretion to grant non-certified employees up to five years of experience on the support staff salary schedule. For all new hires, the service must be verified in a like position(s) as determined by the superintendent (or his/her designee) prior to employment in Altus Public Schools.

REDUCTION-IN-FORCE – SUPPORT PERSONNEL

The Altus Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. **Job categories are listed alphabetically as follows:**

- a. **Assistants for handicapped**
- b. **Bus drivers**
- c. **Classroom assistants**
- d. **Food service**
- e. **Maintenance/custodial**
- f. **Media/library assistants**
- g. **Office personnel/assistants**

If normal attrition and the release of temporary and part-time employees do not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and years of experience
2. Attendance and punctuality
3. In the event that two or more employees in the affected category are equal in the above factors, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of service as a support employee within this district within each general category. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with more hours, as vacancies become available, if the employee chooses to return.

SUPPORT EMPLOYEE SICK LEAVE POLICY

- A. Support employees contracted full time with Altus Public Schools may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, or illness in the immediate family without loss of salary. (The immediate family includes the father, mother, husband or wife, children, grandparents, and grandchildren.) Benefits shall include paid sick leave or one day per month of employment up to 10 days per year. The one day sick leave per month equals the number of hours the employee normally works per day. These days may accumulate at the rate of not more than 10 days a year from year to year, if unused to a maximum of 120 days. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.
- B. The Board of Education or its representative may require certification of illness by a medical doctor, or other bona-fide evidence of illness before honoring sick leave. Any attempt by an employee to take unfair advantage of sick leave will endanger status of sick leave privilege.
- C. If, due to an extended illness, an employee who has used all the sick leave benefits accumulated under the terms of this policy continues to be ill and cannot return to his or her position may have, for a maximum of 20 days, his or her salary reduced by an amount to pay the cost of a substitute regardless of whether a substitute is actually employed. When the 20 days are exhausted, the employee shall be placed on leave of absence without pay or district paid benefits. **It shall be noted that the 20 days at a price of a substitute provision is intended for the district employee's extended illness, accident, or pregnancy and for use after all other sick leaves are exhausted. This leave request shall be in writing and submitted for prior approval to the superintendent or his designee. Maternity leave that exceeds 6 weeks (unless not released by the doctor) does not qualify for any type of paid leave. The employee (with prior permission from the principal and superintendent) may take unpaid leave.**
- D. Employees may transfer to the Altus Public Schools sick leave credit earned from other school district within the state to a maximum of 120 days provided they were not compensated for those unused sick leave days.
- E. A retiring employee who has worked continuously in the Altus School system for a period of 10 regular 172 day school terms or more (summer school excluded), will be paid \$5.00 per day for all accumulated unused sick leave earned in Altus to a maximum of 60 days, provided he or she at his or her own request by written notice, terminated his or her contract with the Altus School system within 15 days after the 1st Monday in June and is completing the current school year and fulfilling their contractual obligation. If the contract is terminated by the Board of Education for immorality, neglect of duty, cruelty, incompetency, or any reason involving moral turpitude, no payment will be made for accumulated sick leave.
- F. Adoptive mothers will have the same maternity leave benefits as natural parents.
- G. Part-time salaried employees shall receive prorated benefits. This leave includes sick, personal, and emergency leave days. Part-time employees working 6 hours or more will qualify for health insurance benefits but will not qualify for district paid salary protection. Part-time employees do not qualify for the leave incentive.
- H. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.
- I. This policy supersedes and replaces all previous sick leave policies.

SUPPORT EMPLOYEES EMERGENCY LEAVE POLICY

Support employees will be granted five days emergency leave each school year without loss of pay. This leave is not cumulative but all five days are to be granted at the beginning of each school year. Emergency leave will be granted for the following reasons only:

- A. Bereavement Leave of the immediate family, (the immediate family includes the father, mother, husband, wife and children), or as approved by the Superintendent of his/her designee.

SUPPORT EMPLOYEES EMERGENCY LEAVE POLICY

Support employees will be granted five days emergency leave each school year without loss of pay. This leave is not cumulative but all five days are to be granted at the beginning of each school year. Emergency leave will be granted for the following reasons only:

- A. Bereavement Leave of the immediate family, (the immediate family includes the father, mother, husband, wife and children), or as approved by the Superintendent of his/her designee.

SUPPORT PERSONAL BUSINESS LEAVE

Support employees will be allowed three (3) personal business leave days per year after prior approval is granted by the principal and the superintendent. If a support employee does not complete his/her contractual obligations, all personal leave previously granted shall be prorated in accordance with the number of days actually worked. One of these personal business days will be granted at no charge to the employee. For the second and third of these personal business leave days granted, the employee will receive his/her salary less the salary for a non-certified substitute, regardless of whether a substitute is actually employed.

All personal business days must be approved one working day in advance of the desired day of absence by the principal and the superintendent on forms provided by the superintendent's office or the employee will have their salary decreased by one contracted day of their annual salary.

All other personal business leave can only be taken if approved by the superintendent. The employee will lose the equivalent of one contracted day of their annual salary for each of these days.

SUPPORT SCHOOL BUSINESS LEAVE

School business leave shall be granted to employees as requested and approved by the principal and the Superintendent for up to five (5) school days per year. Additional school business leave may be granted only at the discretion of the Superintendent.

Request for such leave should be made at least two (2) weeks in advance of the meetings.

SUPPORT EMPLOYEE ASSOCIATION LEAVE

Staff association leave may be approved by the superintendent for support staff employees elected to National and/or State offices to attend staff association business. Such leave must be requested at least two weeks in advance.

The association will reimburse the school district the actual cost of the substitute for the staff member who is on approved association leave.

SUPPORT EMPLOYEE JURY DUTY SERVICE AND WITNESS LEAVE (REGULATIONS)

The board of education shall grant leave to support employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Support employees shall be paid the full, current contract salary during such service. Monies necessary to pay a substitute shall not be deducted from the salary of a support employee performing jury duty. However, the amount received by the employee for jury duty service shall be applied toward the expense of the substitute.

It is the policy of the board that the school district will not provide support personnel with paid leave for non-subpoenaed testimony as a witness in a child custody case involving a student in this district. If a support personnel testifies as a witness as a result of being subpoenaed, any compensation received from the court by the employee shall be applied toward the expense of a substitute.

If a support personnel is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding in which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute cost, not to exceed One Hundred Dollars (\$100.00) per day.

REFERENCE: 70.O.S.§6-104
28 O.S.§84.1

SUPPORT EMPLOYEES EXTENDED LEAVE OF ABSENCE

If, due to an extended illness, an employee who has used all the sick leave benefits accumulated under the terms of this policy and continues to be ill and cannot return to his or her position may, for a maximum of 20 days, have his or her salary reduced by an amount to pay the cost of a substitute, regardless of whether a substitute is actually employed. After twenty (20) days of extended sick leave has been exhausted, the employee will automatically be placed on a medical leave of absence without pay, not to exceed one year. It shall be noted that the 20 days at the price of a substitute provision is intended for the support employee's extended illness and for use after all other sick leaves are exhausted. This leave request shall be in writing and submitted for prior approval to the superintendent or his designee.