

COMPENSATION AND BENEFITS:

LEAVES AND ABSENCES

DEC (REGULATION)

The following guidelines will apply when employees are absent from duty:

1. A request for discretionary leave must be submitted to the principal or immediate supervisor at least 2 days before the anticipated absence.
2. The principal or immediate supervisor may not seek or consider the reasons for which an employee requests discretionary leave. However, the principal or immediate supervisor should consider the following factors:
 - The necessity and/or availability of substitutes.
 - The number of other employees already scheduled to be absent at the same time.
 - The effect of the employee's absence on the overall educational program or District operations, including whether the leave is requested for a key date. Key dates may include the workday preceding the first instructional day of the semester, the first and last instructional day of a semester, the last workday of a semester, the day before a holiday, days scheduled for major exams or statewide assessments, professional/staff development days; or teacher workdays.
3. For nondiscretionary absences, an employee must notify automated system and/or the principal or immediate supervisor by on the day of absence so arrangements can be made for a substitute.

4. An absence from duty report must be submitted to the principal or immediate supervisor immediately upon returning to duty.
5. Available leave benefits will be reported to each employee on each payroll check.
6. A new employee will not be eligible for sick or personal leave until he/she has completed at least one whole workday in the District.
7. A record of leaves and absences will be kept in the payroll office.

8. The District will designate an employee's absence as family and medical leave as soon as possible after determining that the absence qualifies as family and medical leave. [See DEC(LOCAL)] .
9. State/Local Leave – Each employee shall earn state personal leave at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.
 - a. 217 day and above employees will be calculated based on an accrual formula.

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