

HOLDEN R-III SCHOOL DISTRICT

ABSENCE REPORT

(Effective 6/27/2024)

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
- Personal Leave
 - Sick Leave
 - Bereavement Leave
 - Professional Leave—Conference/Mtg. Name _____
Approval by PDC? ___ Yes ___ No
 - Jury Duty Vacation FMLA
 - Military Leave Unpaid Leave

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. **Personal Leave**—For the first 15 years of service, professional staff employees whose assignments call for full-time employment only during the regular school term will receive TEN days of personal leave. Professional staff employees whose assignments call for 12 months of full-time employment will receive an additional two days of personal leave. After 15 years of service has been completed, professional staff employees whose assignments call for full-time employment will receive an additional five days of personal leave. **Unused personal leave days convert to accumulated sick leave after the end of the fiscal year.** An absence of over one through four hours shall be counted as a half-day of leave. Written approval from a supervisor or a note from a medical professional will be required if an employee is requesting to utilize more than five consecutive personal leave days.

2. **Accumulated 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 the superintendent in cases of need.

Accumulated sick leave cannot be accessed until 50% of the employee's personal leave days have been utilized for the current 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 vacation 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.

Note: The Board defines "immediate family" to include spouse, parents, children, grandparents, grandchildren, siblings of an employee or employee's spouse or any other family member residing with the employee. Any person whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.