LEAVE TIME FOR ADVANCED DEGREES

If an employee is pursuing an advanced degree, he/she will gain approval from the principal or supervisor and will use personal leave time for time missed during regular working hours. Leave will not be granted if the employee does not have the available leave for the absences.

EMERGENCY LEAVE

The purpose of the emergency leave program is to provide additional leave days to full-time employees in the event of an unexpected emergency or unexpected medical emergency. Days may be requested from this program after an employee has exhausted all accumulated state and local leave days, non-contract days, or any other type of available paid leave.

DEFINITIONS

Full-time Employee: One who is in a position that is scheduled for 187 days per school year or more, working at least 30 hours a week and employed for a semester or 5 full months.

Note: Any reduction of scheduled hours below this amount will make the employee immediately ineligible for participation.

Unexpected: Not expected or unforeseen.

Qualifying "Unexpected Emergency Medical Need": An acute injury or illness that poses an immediate risk to the employee's own personal health or immediate family (spouse, son or daughter (including a biological, adopted, foster child, or legal ward) parent or legal guardian), verified by a physician and approved by the Chief Human Resources Officer.

Qualifying "Unexpected Emergency": Emergency circumstances are rare and will be considered on a case by case basis by the Chief Human Resources Officer. Possible examples that indicate an unexpected emergency include:

1. Death of an immediate family member (spouse, son or daughter (including biological, adopted, foster child, or legal ward) parent or legal guardian.
2. Military Deployment or brief return (less than two weeks) of military personnel on an overseas assignment.
3. Disaster resulting from natural causes or criminal activity striking one's personal dwelling.

Duration of Employment: The total amount of time worked for the District. This is cumulative and would include any possible separation and return to the District as part of the duration of employment.

Emergency Leave Days: Days granted to an employee who through an unexpected emergency or medical emergency is unable to be at work or fulfill job responsibilities.

ELIGIBILITY

To be eligible there must be an unexpected extended medical need or unexpected emergency and employees must be classified as a full-time employee. An employee will lose the right to use the benefits of this program as a result of:

1. Termination of employment with the District.
2. Suspension with or without pay (ineligible only during duration of this leave).
3. Having already been granted 9 emergency leave days during current or past PfISD employment.
4. Any abuse or misuse of the rules of the emergency leave program.

The Chief Human Resources Officer will approve or disapprove all requests for emergency leave bank days.

USE OF EMERGENCY LEAVE

The following will apply to the use of emergency leave:

1. The maximum number of emergency leave days that will be granted in any one-contract year will be three (3) days. The minimum request will be one (1) day. A maximum of nine (9) emergency leave days can be granted to an employee during the period of his/her cumulative employment with the District. Emergency leave days shall be granted only by absences from working days and will not be granted for holidays, vacation or non-work days.
2. Employees must use all available state and local leave days, non-contract days, or any other type of available paid leave before receiving emergency leave. An employee who has an emergency or medical need which extends at least one day beyond the available leave may apply for emergency leave by using the appropriate form.
3. Emergency leave may only be used for an acute injury or illness that poses an immediate risk to the employee's own personal health or immediate family (spouse, son or daughter (including a biological, adopted, foster child, or legal ward) parent or legal guardian).
4. Emergency Leave may not be used for injuries that qualify the employee for Worker's Compensation benefits.

5. Each separate application for emergency leave days from the program must include a new physician's or authorized official's statement on the appropriate emergency leave form.
6. All requests to draw upon this leave program must be made by completing an Emergency Leave Request Form and submitting it to the PfISD Leave Coordinator within thirty (30) calendar days of the date first eligible.
7. All medical requests for emergency leave must be accompanied by the Emergency Leave Physician's Statement confirming the cause of illness or confinement and certifying the existence of an inability to perform assigned duties. ***The employee's physician must personally sign the form.*** The Chief Human Resources Officer will not honor any physician's statement unless it is on the official Emergency Leave Physician's Statement Form.
8. All non-medical requests for emergency leave must be accompanied by the Emergency Leave Official's Statement confirming the cause of the emergency. ***The official must personally sign the form.*** The Chief Human Resources Officer will not honor any official's statement unless it is on the Emergency Leave Statement form.
9. In case an employee's circumstances are of such a nature that he/she cannot personally apply for this leave, his/her application may be submitted to the PfISD Leave Coordinator by another on his/her behalf.

APPEALS PROCESS

Employees may initiate an appeal by providing a written request to the Leave Coordinator outlining the basis for the appeal.

Members of the appeal panel will consist of the following individuals:

1. Chief Financial Officer
2. Director of Human Resources
3. Coordinator of Risk Management and Leaves/Benefits
4. Two Insurance Committee Representatives

FORMS AND RECORD KEEPING

All forms (Emergency Leave Request Form and Physician/Official Statement Form) shall be available on the District's Website.

Copies of all completed forms shall be kept on file in the Payroll Office.

1. Emergency Leave Applications will be provided to determine eligibility. The employee will be notified if criteria are not met.

2. The PfISD Leave Coordinator will notify employees who request leave from the bank of approval or denial.

The PfISD Leave Coordinator will maintain all records regarding operation of the Emergency Leave Program and will function as the representative.