

ARTICLE VII: EMPLOYEE PAY AND FRINGE BENEFITS

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POLICY 5-7.1 EMPLOYEE COMPENSATION

Teacher Compensation

Generally, the Poquoson City School Board desires to adopt annually a Teacher Pay Plan that will attract outstanding teachers and will retain those teachers who have met the standards of excellence required by the School Board. The compensation schedule should be based upon a reasonable base salary and should take into consideration years of experience, degree of educational training, level of certification, job performance, and such other criteria as the School Board may deem appropriate.

Placement on Compensation Schedule

1. Licensed personnel submitting transcripts reflecting fifteen (15) or twenty one (21) additional graduate credit hours in an approved program or being awarded a masters, educational specialist or doctoral degree in education from an accredited college or university will receive a salary adjustment in keeping with this additional preparation.
2. Credit for military service may be allowed based on individual circumstances and regulations of the Virginia Board of Education.
3. In order for consideration to be given for a year of teaching or comparable experience on the Teacher Pay Plan, the teacher must have been under contract for at least 51 percent (51%) of the contract year.

Advancement on Compensation Schedule

1. Except as provided elsewhere in this Policy, each teacher shall receive an annual compensation increase for the step on which he/she is placed when the increase is the result of an increase in the Teacher Pay Plan.
2. Advancement of teachers to the next step of the Teacher Pay Plan shall depend upon the following criteria:
 - a. A satisfactory evaluation of job performance as supported by the standard evaluation form and appropriate supporting documentation.
 - b. The recommendation of the principal.
 - c. Availability of funds.
3. Annual salary increases are dependent upon availability of funding and employee performance. An employee on a Plan of Action or Performance Improvement Plan will not be eligible for any salary increase during the period for which the plan is effective. If the employee is otherwise eligible, a salary increase will be provided effective on the date on which the employee is evaluated as having successfully completed the Plan of Action or Performance Improvement Plan; such salary increase will not be retroactive, but will be effective for the remainder of the contract year.

4. Licensed personnel submitting transcripts reflecting fifteen (15) or twenty one (21) additional graduate credit hours in an approved program or being awarded a masters, educational specialist or doctoral degree in education from an accredited college or university will receive a salary adjustment in keeping with this additional preparation.

Pay for Extended Work Year

Licensed personnel employed for additional duties after the school year has ended (excluding summer school and workshops) may be paid extra compensation.

Licensed Personnel: Extra Pay for Extra Duty

The School Board authorizes extra pay for licensed personnel for the supervision of activities that requires at least some special training or experience by one or more professional employees and that are of such a nature that, although the school program includes these activities, they cannot feasibly be included in the school day in the opinion of the school administration. The School Board annually shall establish categories and shall determine compensation for extra pay for extra duty.

A separate contract in the form prescribed by the Virginia Board of Education shall be executed by the School Board with an employee who is receiving a monetary supplement for any athletic coaching assignment or extracurricular activity sponsorship assignment. This contract shall be separate and apart from the contract for teaching. For purposes of this policy, “extracurricular activity sponsorship” means an assignment for which a monetary supplement is received requiring responsibility for any student organizations, clubs or groups except those activities that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

Classified Licensed and Non-licensed Personnel: Wage and Salary Schedule

Salaries for classified licensed and non-licensed personnel shall be as set forth in the School Board Unified Pay Plan, determined on a case-by-case basis for each employee’s placement on the scale. Salaries for all employees shall be calculated on a per diem basis depending on the length of the employee’s contract.

Annual salary increases are dependent upon availability of funding and employee performance. An employee on a Plan of Action or Performance Improvement Plan will not be eligible for any salary increase during the period for which the plan is effective. If the employee is otherwise eligible, a salary increase will be provided effective on the date on which the employee is evaluated as having successfully completed the Plan of Action or Performance Improvement Plan; such salary increase will not be retroactive, but will be effective for the remainder of the contract year.

See SUPERINTENDENT’S REGULATION 5-7.1 (A) LICENSED PERSONNEL: TEACHER COMPENSATION SCHEDULE.

See SUPERINTENDENT'S REGULATION 5-7.1 (C) WAGE PAYMENTS: SCHOOL INTERNAL ACCOUNTS.

Pay Days

The School Board employees are paid in twelve (12) monthly installments. Checks for all employees will be issued on the 20th day of the month as indicated on the payroll calendar. If the 20th day is either a holiday or falls on a Saturday or Sunday, employees will be paid on the last working day prior to the weekend or holiday.

Payroll Deductions

Generally

Payroll deductions will be made for those purposes required by law. Optional deductions may be made for insurance, investments, charity or other purposes that the School Board has approved, which the employee has authorized in writing, and that are in compliance with the rules and regulations of the payroll system.

Deductions for Absences

School Board employees who are absent from their assignments without appropriate authorization or who do not have leave coverage shall have their next paycheck decreased at a rate equal to the per diem salary payment for each day of absence.

Garnishments and Tax Liens

Any employee of the School Board who is court ordered or permits his wages to be garnished or attached or enters into voluntary bankruptcy shall be notified in writing. All employees are strongly advised to pay all indebtedness promptly and before the respective deadlines.

See SUPERINTENDENT'S REGULATION 5-7.1 (B) EMPLOYEE PAYROLL DEDUCTIONS

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§22.1-70, 22.1-78, 22.1-296, 22.1-289.1, 22.1-302; Virginia Board of Education Regulations Governing the Employment of Professional Personnel, 8 VAC 20-440-10.

Adopted: November 2002

Revised: August 2006; August 2011; June 2014

POLICY 5-7.2 INSURANCE

State Worker's Compensation

The Poquoson City School Board honors the requirements of Virginia's Worker's Compensation laws.

Group Life Insurance

The School Board pays the employee and employer's cost of the group life insurance program for Virginia public employees.

Group Medical Insurance Plan

The School Board pays an approved percentage of an eligible employee's monthly premium for all eligible employees who carry the School Board's approved hospitalization coverage. For those eligible employees who do not enroll in the School Board's approved hospitalization coverage, the School Board pays an approved percentage of the employee's monthly premium for a School Board approved dental or disability insurance plan.

Tort Insurance

The School Board will annually provide for liability insurance coverage for all employees as permitted by Virginia law.

See SUPERINTENDENT'S REGULATION 5-7.2 PROCEDURE FOR FILING WORKER'S COMPENSATION.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §2.2-1204, 15.2-1517, 22.1-85, 65.2-100, et seq.

Adopted: November 2002

Revised: August 2011; June 2014

POLICY 5-7.3 RETIREMENT

Generally

The Poquoson City School Board participates in the Virginia Retirement System (VRS) and recognizes VRS requirements as approved and updated by the Virginia General Assembly and the Virginia Retirement System Board.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §51.1-124.1, et seq.

Adopted: November 2002

Reviewed: August 2011

Revised: June 2014

POLICY 5-7.4 TRAVEL EXPENSES

Generally

Poquoson City School Board provides vehicles for employee travel. In the event no vehicles are available, employees who use their personal vehicles for travel on official school business within and outside the division and who have received prior approval for such use shall be paid a travel allowance at the IRS standard mileage rate for business.

Itinerant Teachers

Itinerant teachers who teach in more than one school building during the school day and are required to travel from school to school in order to carry out their assigned instructional duties are eligible for reimbursement for such travel at the IRS standard mileage rate for business.

Attendance at Conferences, Workshops, etc.

Instructional personnel may be granted reimbursement for travel expenses incurred for attendance at conferences, workshops, etc., provided such expenses and reimbursements have the prior approval of the Division Superintendent or designee, as required by School Board Policies 3-3.8 and 5-4.5.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §22.1-78.

Adopted: November 2002

Reviewed: August 2011

Revised: June 2014, January 2016, September 2016

POLICY 5-7.5 HOLIDAYS

All twelve-month employees are entitled to holidays as established on the annual school calendar. Leave for religious holidays may be granted in accordance with the School Board's policy regarding unified leave.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §2.2-3300.

Adopted: November 2002

Revised: August 2011; June 2014

POLICY 5-7.6 EMPLOYEE ABSENCES/UNIFIED LEAVE

Reporting Absences

The Division Superintendent or designee shall issue regulations for the reporting of Poquoson City School Board employee absences. Unexcused absences may result in an employee's dismissal.

Annual Leave – 12-Month Employees Only

Classified Licensed and Non-Licensed Personnel

Twelve month classified licensed and non-licensed personnel shall be granted annual leave at the rate of one (1) day per month during the first three (3) years of employment; 1 1/4 days per month from the beginning of year four (4) through year ten (10); and 1 1/2 days at the beginning of year eleven (11). Experience for annual leave shall be earned only from employment in the Poquoson City Public Schools. Annual leave may be taken at any time during a contract year if workload permits, and with the authorization of the designated supervisor. Part-time twelve month classified employees shall be granted annual leave on a pro-rata basis consistent with their contracted days.

Use of Annual Leave

Employees may carry over a maximum of thirty (30) days unused earned annual leave each contract year.

Upon retirement or termination of employment, employees shall be paid at a daily rate of pay for unused earned annual leave not to exceed thirty (30) days.

Unified Leave

Unified leave will be awarded to each full-time employee at the beginning of his/her contract year. All employees will receive 1 day of unified leave per month of their contract for the purposes of sick leave and will receive an additional 3 days of unified leave per year for the purposes of personal leave. All part-time employees shall be granted unified leave on a pro-rata basis consistent with their contracted days.

Unified Leave Award Schedule

12-month employees, 12 unified days for sick leave, 3 unified days for personal leave, 15 total

11-month employees, 11 unified days for sick leave, 3 unified days for personal leave, 14 total

10-month employees, 10 unified days for sick leave, 3 unified days for personal leave, 13 total

All full-time bus drivers shall be granted one (1) day per month of unified leave consistent with their reduced full-time contract. Part-time bus drivers shall be granted one (1) day per month of unified leave on a pro-rata basis consistent with their contract runs.

Accumulated Unified Leave

VRS Plan 1 and VRS Plan 2 employees may accumulate unlimited unified leave. VRS hybrid employees may carry over 60 days of unified leave at the end of each contracted year. This carryover, added to the hybrid employee's annual award of unified leave is the maximum unified leave a VRS hybrid employee may accumulate.

Upon termination of employment employees will receive compensation for any accumulated unified leave days over 20 up to 40 at \$10 per day. Upon retirement, employees will receive compensation for the first 100 days of unused unified leave at a rate of \$20 per day and then receive compensation for the balance of unused unified leave at a rate of \$25 per day. For employees who have worked in the Poquoson City school division for fewer than ten years, only unified leave days earned in Poquoson are "saleable." After ten years of continuous employment in Poquoson, all unified leave days are saleable.

A permanent employee who resigns in good standing from a Virginia school division and who, within one (1) year following the resignation date, becomes employed in Poquoson City Public Schools will receive full credit for his/her prior accrued unified or sick leave. The employee will receive full credit for any accumulated unified or sick leave for which payment was not made upon resignation and must be verified through the prior school division's human resources department. The VRS hybrid employee will receive credit for 60 days of accumulated unified or sick leave for which payment was not made upon resignation and must be verified through the prior school division's human resources department.

Unified Leave may be used within the following guidelines:

1. Unified leave may be used for personal illness.
2. Unified leave may be used by VRS plan 1 and VRS plan 2 employees for disability.
3. Unified leave may be used for illness in the immediate family (not to exceed three (3) consecutive days). The superintendent must approve any extenuating circumstances beyond three (3) days.
4. Unified leave may be used for religious holidays.
5. In case of death in the immediate family, five (5) days of accumulated unified leave may be used.
6. Three (3) personal leave days of unified leave are awarded to each eligible employee annually. Personal leave must be approved in advance by the employee's supervisor or principal.
7. (a) Personnel who do not use all of their personal leave days in a given year may carry over up to three (3) days of unified leave to accumulate as personal leave days. (b) However, no employee may have an annual personal leave balance greater than six (6) days. (c) No more than five (5) personal days may be used in any one-year. (d) Exceptions may be granted if extenuating

circumstances exist. Requests to use more than five (5) personal leave days must be approved by an employee's supervisor and the superintendent/designee.

8. If an employee needs an additional day of personal leave during the course of the year, the employee may convert one day of unified sick leave to an additional day of personal leave annually; however, no employee may have an annual personal leave balance greater than six (6) days.

Employees may use two (2) days of unified leave per year for unavoidable absences of an emergency nature (Emergency Leave) provided the emergency circumstances are communicated to the employee's principal or supervisor and the superintendent approves the emergency leave. For purposes of this policy, "immediate family" of an employee shall include only: parents, foster parents, stepparents, spouse, children, foster children, step children, siblings, parents-in-law, sons and daughters-in-law, brothers and sisters-in-law, grandparents, grandchildren, and any relative of the employee or the employee's spouse living in the household.

Use of Unified Leave: Personal Leave

Personal leave must be approved in advance by the employee's supervisor or principal. Employees who do not use all of their personal leave days in a given year may carry over up to three (3) days of unified leave to accumulate as personal leave days; however, no more than five (5) personal days may be used in any one year.

Accumulated personal leave can be used by VRS hybrid employees to supplement short term disability income up to 100 percent of the employee's wages at time of use; however VRS hybrid employees may use no more than five (5) accumulated personal days to supplement short term or long term disability income in any one year.

Use of Unified Leave: Sick Leave

Accumulated earned unified leave can be used by VRS hybrid employees to supplement short term disability income up to 100 percent of the employee's wages at time of use.

Licensed Personnel

Regardless of the proficiency of substitute teachers, when the regular teacher is absent, there is a resulting loss in the caliber and effectiveness of instruction. Unified leave for sick leave is available for teachers in case of sickness and emergencies. Due to the detrimental effect on the instructional program, other absences on the part of the teacher are discouraged. Teacher absences not covered by unified leave or disability leave shall result in a direct deduction of full salary for each day's absence.

Classified Licensed and Classified Non-Licensed Personnel

The use of unified leave for sick leave for full-time non-licensed personnel shall operate in the same manner and under the same regulations as the plan for licensed personnel.

Part-time Employees

Regularly employed part-time employees who work on a daily work schedule shall be entitled to one (1) unified leave days prorated to the length of their workday per month of employment (i.e., a half-day employee will receive 0.5 days of unified leave per month). Regularly employed part-time employees will receive unified leave in the form of personal days prorated to the length of their workday per year (i.e., a half-day employee will receive 1.5 days of unified leave for the purpose of personal leave per year).

Use of Sick Leave Bank

The Poquoson City School Board agrees to maintain a Sick Leave Bank for the use by eligible employees. Participating members may utilize the service whenever they or their spouses, parents or children are incapacitated by long-term illness or injury. To enable the School Board to provide the benefits of a Sick Leave Bank one-third (1/3) of all eligible employees must agree to participate in accordance with the terms that are listed below.

1. An eligible member is a full-time employee who is not participating in the Virginia Retirement System Hybrid Pension Plan and Local Disability Program.
2. Membership in the Sick Leave Bank is voluntary. The membership period is the Open Enrollment period for benefits or during the first 30 days of employment.
3. One enrolls for initial membership by completing the prescribed application and contributing two unified leave days to the bank. Each member in the bank shall be assessed an additional day of unified leave when the predetermined balance of unified leave days reaches 50. Assessment notification shall be forwarded to participating members by the School Board Office. Automatic assessment shall be made unless human resources receives a written statement requesting no assessment be made and that termination of membership in the bank is desired. An appropriate form will be attached to the assessment notice. Notification must be received within 15 work days of the assessment announcement. (Note: Members who have no unified leave to contribute at the time of assessment shall be assessed a unified day if they anticipate earning additional day(s) within the present school year). An eligible member who preferred not to exercise the opportunity of participating in the bank during the initial membership drive may join at this time.
4. A member of the bank will not be able to utilize the Sick Leave Bank benefits until his unified leave supply is exhausted. The first 25 consecutive working days missed due to illness or disability must be covered by the individual employee's accumulated leave or he will receive leave without pay. Exceptions to the policy will be considered on an as-needed basis by having the employee apply to the Sick Leave Bank Advisory Committee.
5. A maximum of 40 days from the bank may be utilized each school year by any participating member. During the time an eligible employee is using sick leave bank time, the employee shall continue to accrue unified leave at the standard rate per pay period. As the employee's unified leave days accrue, the employee must exhaust the newly accrued unified leave days before continuing to use sick leave bank time.

6. For the participating member to be eligible to receive sick leave bank benefits, a doctor's certificate is required. This certificate is to be submitted to the School Board office and must contain the nature of illness or disability, a statement that the member is totally unable to work or is able to return to work on a limited or part-time basis, and the approximate length of disability. If the member suffers a recurrence of the same illness or disability or condition that resulted directly from the condition that required initial utilization of the Sick Leave Bank benefits, and has not received the maximum number of days (40) for one school year, the 25 consecutive working days requirement is waived.
7. Any recipient of Sick Leave Bank benefits shall not be required to replace those days used except as a contributing member in the assessment process described in the above conditions.
8. Upon termination of employment or withdrawal of membership from the Bank any participating member will not be permitted to withdraw his contributions from the Sick Leave Bank.
9. The Sick Leave Bank will be administered by the School Board Office through a six member Advisory Committee whose membership shall be comprised of two teachers, one administrator, one non-instructional employee, one nurse and one SBO staff member. Members of the Committee shall not be associated with the applicant's school. The Committee shall select its chairperson. The Committee will be responsible for making recommendations on all applications for use of the Bank to the Superintendent or designee.
10. If the Sick Leave Bank shall become inoperative for any reason, the sick leave bank days balance shall first be distributed to those members receiving benefits. The days will be distributed equally to each participant.
11. If the Sick Leave Bank is declared inoperative for any reason, the School Board shall not be held responsible to anyone currently drawing from the Bank or to anyone then eligible or who may be or become eligible to participate in the Bank.
12. A recipient of days from the Sick Leave Bank shall be taxed on those days as wages at the time of the withdrawal.

See SUPERINTENDENT'S REGULATION 5-7.6 (C).

Leave Without Pay

Generally

Leaves of absence may be considered for professional personnel under contract with the School Board under certain circumstances; however, in all cases such leave shall be without pay. In the granting of such leave, the School Board can only assure that every reasonable effort will be made to return a professional to his original position, or as nearly as possible to a position that is mutually satisfactory. The School Board makes no guarantee that any individual will be returned to a specific position.

A teacher on leave of absence is not automatically offered reappointment and must assume the responsibility for notifying the Division Superintendent in writing not later than April 15 of the year preceding the school year in which the teacher will become available for reappointment.

Leave Without Pay for Educational Purposes

Professional personnel under contract may be granted a leave of absence for short duration to complete work on an advanced degree provided such a degree is essential to the position which the employee holds. The Division Superintendent shall determine the length of leave allowed. The School Board shall continue to pay the employer's contribution to the group health insurance coverage maintained by the employee at the time the leave period began, for a period not to exceed 12 weeks. The employee shall be responsible for ensuring that the employee's portion of the group health insurance coverage is paid during such twelve weeks. The employee shall be responsible for both the employer and employee share after 12 weeks and for up to one year.

Leave Without Pay for Medical Purposes

A Family and Medical Leave Act equivalent leave of absence, without pay, may be granted to employees for the Division who have a debilitating or life-threatening illness or injury and who are not eligible for Family Medical Leave. Employees with a debilitating or life-threatening illness who are entitled to leave under this Policy may take up to 12 weeks unpaid leave during their first year of employment with the Division. During this period of leave, group health and dental benefits which were in place prior to the leave will continue and the employee will be responsible for paying his or her portion of group health insurance and dental insurance premiums.

An employee who is unable to work because of personal illness or injury and who has exhausted all available sick leave and/or Family Medical Leave and/or FMLA equivalent leave, as described above, may be granted long-term medical leave. Any long-term leave granted pursuant to this section shall be for a period not to exceed one calendar year.

The Division Superintendent may require medical certification to document the debilitating or life-threatening injury or illness affecting the employee. Such certification shall include a summary of the health condition, the date the health condition began or became known to the employee, the probable duration of the health condition, and any other appropriate medical information the employee and his or her medical provider believe is necessary for the school division to consider.

During the employee's absence for long-term medical leave as authorized by this section, the employee shall not accrue unified leave or annual leave benefits. However, for the first 12 weeks of the long-term medical leave, the School Board shall continue to pay the employer's contribution to the group health insurance coverage maintained by the employee at the time the leave period began. The employee shall be responsible for ensuring that the employee's portion of the group health insurance coverage is paid. For the remaining duration of long-term medical leave, the employee shall be responsible for ensuring that the employer and employee portions of the group health insurance coverage are paid.

Before the School Board permits the employee to return to work following a period of long-term medical leave pursuant to this section, the employee shall present a written statement from his or her medical provider stating that the employee can resume his or her employment and perform all regularly assigned duties on a specified date.

Military Leave

Military leave shall be granted for all school employees entitled to such leave consistent with applicable law.

Pay/Paid Leave

All employees on military leave will receive up to fifteen (15) days paid leave per federally funded tour of duty.

In addition, Poquoson City School Board employees whose active duty service with the regular Armed Forces of the United States or the National Guard or other reserve component has required their absence from their full-time employment shall receive supplemental pay as determined by and from the School Board if the military compensation of such employee is less than the regular salary paid to such employee by the School Board.

Except as outlined herein, military leave is unpaid.

Benefits

Health Benefits. If the employee so desires, the employee and the employee's dependents may continue to participate in the School Board's group health plan for up to twenty-four (24) months while the employee is on military leave. The employee must notify the School Board's human resource coordinator if he or she wants to continue participating in the School Board's group health plan. Employees who elect to continue on the School Board's health plan will be responsible for payments, as authorized by applicable federal law.

Retirement Benefits. An employee reemployed after military leave will be treated as not having incurred a break in service. The period of military leave will be considered services to the school division for purposes of vesting and benefit accrual. The school division is responsible for its pension plan funding obligation. The school division is not required to make its contribution until the employee is reemployed.

The employee will be permitted, but not required, to make up his or her contributions to a contributory plan. The employee may repay his or her employee contributions for a period of up to three times the period of military service, but not to exceed five years. If the employee's retirement plan is contributory and the employee does not make up his or her contributions, he or she will not receive the employer match or the accrued benefit attributable to his or her contribution because the School Board is required to make contributions that are contingent on the employee's contributions.

The employer and employee contribution shall be calculated on the rate of pay the employee would have received but for the absence to serve military duty.

Reemployment

An employee who is entitled to military leave by reason of service in federal military reserves is entitled to be reemployed by the School Board so long as he or she:

1. has given advanced notice of the need for military leave (unless advanced notice is precluded by military necessity or is otherwise impossible or unreasonable under the circumstances);
2. has not been absent from his or job for more than five years; and
3. returns to work as outlined below.

If the employee was absent from work for:

1. fewer than thirty-one (31) days, he or she must report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest and report to work;
2. more than thirty (30) but fewer than one hundred eighty-one (181) days, the employee must submit an application for reemployment within fourteen (14) days after the completion of military service;
3. more than one hundred eighty days (180), the employee must submit an application for reemployment within ninety (90) days after the completion of military service.

Employees who are entitled to military leave due to service in the Virginia military reserves must make written application for reemployment within five (5) business days of release from duty.

Upon returning from military duty, an employee will be restored to the same job he or she held before leaving, or to a comparable job. The School Board is not obligated to reemploy persons returning from military leave in certain unusual situations specified by applicable state and federal law.

Termination after Reemployment

A person who is reemployed after returning from more than thirty (30) days of military duty will not be discharged, except for cause:

1. within one year after the date of reemployment, if the person's period of military service before the reemployment was more than one hundred eighty (180) days; or
2. within one-hundred eighty days (180) after the date of reemployment, if the person's period of military service before the reemployment was more than thirty (30) days, but fewer than one-hundred eighty one (181) days.

Civil Leave

Leave of absence as civil leave with full pay shall be granted to employees to serve on a jury, to attend court as a plaintiff or defendant (except as a criminal defendant), or as a witness under subpoena. Employees shall provide documentation of the required jury duty or court appearance to their supervisor prior to the date(s) of the jury duty or court appearance.

No employee who is summoned to serve on jury duty shall be terminated from his or her employment, have any adverse personnel action taken against him or her, or be required to use leave as a result of his or her absence.

No employee (except a criminal defendant) shall be terminated from his or her employment, have any adverse employment action taken against him or be required to use sick leave or vacation leave as a result of his or her absence due to having been (1) summoned or subpoenaed to appear in court when a case is to be heard; or (2) required in writing by the court to appear at a future hearing, upon giving reasonable notice to his or her supervisor of the court appearance or summons.

See SUPERINTENDENT'S REGULATION 5-7.6 (A) REPORTING ABSENCES.

See SUPERINTENDENT'S REGULATION 5-7.6 (B) ANNUAL LEAVE.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§44-75.1, et seq, 44-93, 8.01-341.1, 18.2-465.1, 22.1-289.2, 22.1-296, Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301, et. seq.; 20 C.F.R. Part 1002, et. seq.

Adopted: November 2002

Revised: July 2004, July 2005, August 2006; August 2011, August 2013, January 2014, June 2014,

June 2018, June 2020

POLICY 5-7.7 FAMILY AND MEDICAL LEAVE

The Division Superintendent shall promulgate regulations consistent with the Family and Medical Leave Act of 1993 providing for paid or unpaid leave under the circumstances and to Poquoson City School Board employees covered under that Act.

See **SUPERINTENDENT'S REGULATION 5-7.7: FAMILY AND MEDICAL LEAVE.**

LEGAL REFERENCE: Family and Medical Leave Act of 1993, 29 U.S.C. §2601, et seq.; Code of Federal Regulations, Chapter 829; Fair Labor Standards Act, 29 U.S.C., Section 207(0); National Defense Authorization Act for Fiscal Year 2008, Public Law 110-181, Section 585(a).

Adopted: November 2002

Revised: July 2008

Reviewed: August 2011, June 2014

POLICY 5-7.8 DISABILITY LEAVE

VRS Hybrid Employees are covered under the Virginia Local Disability Program (VLDP).

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§55.1-169, 55.1-1150, 55.1-1151, 55.1-1153

Adopted: June 2014

POLICY 5-7.9 EMPLOYEE LACTATION SUPPORT

Each school building shall have a private, non-restroom location, shielded from public view, available for an employee to take reasonable breaks during the school day to express breast milk to feed her child until such child reaches the age of one.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §22.1-79.5.

Adopted: August 2014