Discretionary Leave

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 two 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 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 and staff development days; or teacher workdays.
3. For nondiscretionary absences, an employee must notify via the automated system and the principal or immediate supervisor 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 available to each employee on the absence management system.
6. A new employee will not be eligible for sick or personal leave until he or she has completed at least one whole workday in the District.
7. A record of leaves and absences will be kept on the absence management system.

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 and 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 work days annually.

Peace Officers

Mental Health (SB1359)

A traumatic event is defined as an incident or an event that causes physical, emotional, or psychological harm. The person experiencing the distressing event may feel physically threatened or extremely frightened as a result. Traumatic events are characterized by a sense of horror, helplessness, serious injury, or the threat of serious injury or death.

1) Disasters such as:

a) Rescue operations, emergency response to a weather inci- dent and damage assessments

b) Explosions

c) Search and recovery missions

d) Shootings

e) Traffic accidents

f) Line of duty death or suicide of a department member;

g) Death of a child

h) Officer(s) involved shooting of a person.

A traumatic event does not include an employee’s reaction to legitimate personnel action, including a transfer, promotion, demotion, disciplinary action (e.g., verbal or written warning), or termination.

The request shall be submitted to the police officer’s supervisor. The Police Chief or designee should inform the Benefits Department within 24 hours of the request for leave. Medical certification by a health care provider, as defined by the Family and Medical Leave Act (FMLA), must be submitted with a request for peace office mental health leave. Upon receipt of required documentation, the Director of Benefits is responsible for approving requests for mental health leave.

All requests, including the circumstances that lead to the request will be treated as confidential information. Supervisors will be informed when leave is approved, but other details will not be shared.

All requests for leave will be coordinated with the workers' compensation specialist to ensure a first report of injury is filed, as applicable.

The Benefits Department will also provide information for the Em-ployee Assistance Program (EAP).

Quarantine Leave

(HB2073)

Leave is required to be ordered by the person's supervisor, employee benefits staff or the district's health authority. A medical certification from a health care provider at onset of illness must be provided, and may be required before returning to work.

Reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation. Refer to District Travel Procedures.

Peace Officers directed to quarantine or isolate will continue all employment benefits and compensation including leave accrual, pension benefits, and health benefit plan benefits for the duration of the leave. Please refer to the most current district guidelines for employee responsibilities for quarantine and isolation procedures.

Disaster Leave of Absence

The employee must notify his or her principal or designee or immediate supervisor or designee by presenting a copy of the order, directive notice, or other documents requiring the employee's absence from work for military training or service. (Refer to Policy DECB / Legal)

SICK LEAVE POOL

A full-time employee who has worked for the District for at least 12 consecutive months shall be eligible. This includes regular hourly wage employees, excluding substitutes.

Employees who apply to the sick leave pool must be in danger of exhausting all accumulated leave days, including local sick leave days, state leave days, vacation days, and compensatory days.

The applicant must submit an official District application requesting additional sick leave days up to a maximum of 30 days.

An employee shall not receive more than 30 workdays of contributed sick leave in a 12 -month period.

Prospective recipients must have worked for the District a minimum of 12 months and at least 1,250 hours to receive donations.

Donors may contribute only earned local or state sick leave. While the District allows an employee to use days in advance for the current year for his or her own family illness, an employee shall not contribute such a day to others.

Employees may voluntarily donate no more than five (5) local leave or state personal leave days per school year.

Requests for the establishment of a sick leave pool shall be made in writing by the employee to the Director of Benefits including the certification from the employee's health care provider concerning the employee's catastrophic illness or injury. The Director of Benefits will confirm that the employee has exhausted all available earned and advanced state personal leave, state sick leave and local sick leave before requesting the establishment of a sick leave pool.

Following approval of a sick leave pool request by the Director of Benefits, a notice of seeking donations will be sent to staff members throughout the District via an email message. The email message will contain the name of the employee requesting donated days, but no information shall be provided regarding the nature of the catastrophic illness or injury.

Days used from the sick leave pool shall only be used for the personal catastrophic illness or injury of the employee or for a member of the employee’s immediate family (as defined in Policy DEC Local). If the sick leave pool request is due to the catastrophic illness or injury of an immediate family member, a statement from the family member’s certified healthcare provider concerning the catastrophic illness or injury must be submitted to the Benefits department.

Donor contributions shall be submitted via email message to the Director of Benefits and thus will be date stamped, with the earliest date-stamped contributions being used first. Employees may voluntarily donate no more than five (5) local leave or state personal leave days per school year. The donor employee’s leave account will be docked the leave day(s) in either half-day or whole-day increments as it is used by the employee on leave. The

Director of Benefits will notify employees via email that the docked days were utilized for the Sick Leave Pool. For employees who offered to donate days but the days were not needed, a notification will be provided to them by the Director of Benefits that the days were not needed and returned to the donor.

The employee receiving the donated days shall not be notified of the names of the employees who donated leave. The names of the employees donating leave days shall be considered confidential.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

An employee who is on leave (illness, military reserves, etc.) may not donate leave days until the employee has returned to an active work status for at least ten working days.

An employee may not use sick leave pool days to extend the work period of employment beyond the normally scheduled number of days in the school year.