

EMPLOYEE LEAVE RECORDS

In general, employee leave days and leaves of absence shall be administered by the Superintendent in accordance with District policy and applicable contract / collective bargaining agreement. The Board reserves the right, in its sole discretion, to grant leaves of absence for purposes or under conditions not contemplated or considered in this policy statement.

The Board has the right and responsibility to monitor employee use of restrictive-purpose leave in order to ascertain that it is being used for the purposes for which it was granted. Except by permission of the Superintendent, as expressed in writing, the purpose or conditions of a leave of absence may not be altered. Under laws and rules governing such action, the Board may undertake appropriate disciplinary action where a leave of absence is falsely requested or improperly used.

Employees in Bargaining Units

Allotment of leave time and appropriate use of leave time may be contained in each unit's collective bargaining agreement (CBA). Authorization is hereby granted to the Superintendent and/or his/her designee (e.g., district administrator, building administrator or supervisor, as appropriate) to approve employee requests for leave submitted pursuant to provisions of the CBA in effect between the District and each bargaining unit. Employees must submit requests for leave in accordance with the provisions of the applicable CBA or, in the absence of specific provision in the CBA, in accordance with procedures currently utilized within the District / building / department, as applicable. Requests for leaves not covered by a CBA will be evaluated on a case-by-case basis.

Employees under Contract with the District

Authorization is hereby granted to the Superintendent and/or his/her designee (e.g., the employee's supervisor) to implement provisions for leaves of absence contained in the individual contract or fringe benefits agreement in effect between the District and the individual employee. Employees must submit requests for leave in accordance with the provisions of their individual contract or fringe benefits agreement. In the absence of any such provisions outlining the procedures for requesting and approving leave, and except in the case of an emergency, employees should submit requests for leave to the Superintendent and/or his/her designee (e.g., the employee's supervisor) in writing suitably in advance of the date on which leave is requested so that appropriate coverage can be arranged for the employee's absence. Requests for leaves not covered by contract will be evaluated on a case-by-case basis.

Employees Not in Bargaining Units

Authorization is hereby granted to the Superintendent and/or his/her designee (e.g., building administrator, as appropriate) to approve employee requests for leave where such requests are consistent with the provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee. Except in cases of emergency, employees should submit requests for leave to the Superintendent and/or his/her designee (e.g.,

Employee Leave Records (Continued)
Employees Not in Bargaining Units (Continued)

the employee's supervisor) in writing suitably in advance of the date on which leave is requested so that appropriate coverage can be arranged for the employee's absence.

Records Retention

Employee requests for and/or authorization given to employees to use or donate sick, vacation, personal or other leave will be retained in accordance with the ED-1 Schedule for six years. Records covering leave, absences, vacation schedules, reports of absence, and requests for leave without pay will also be retained in accordance with the ED-1 Schedule for six years.

Cross-ref: 4320, Sick Leave Policy-Return to District Service
4330, Family and Medical Leave Act (FMLA)

Ref: Education Law §§ 1709(16), 3005, 3005-a, 3005-b
Civil Service Law §§ 71–73

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