

Board of Trustees

Douglas County School District

PERSONNEL

LEAVE UNDER FEDERAL LAW AND NEVADA REVISED STATUTES

MILITARY LEAVE UNDER FEDERAL LAW POLICY

Employees who are members of the uniformed services are entitled to military leave for up to 15 days and to re-employment rights as provided in 38 USC, Sections 2021-2024, and 4301 et. seq. The uniformed services covered include the Army, Navy, Marines, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or national emergency. The Army National Guard and Air National Guard are also covered.

a) Notice and Notification

The District will provide employees with notice of their rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). This requirement may be met by posting the notice where the District customarily places notices for employees.

The District will require written (orders) notice of service obligation, but must waive the requirement if notice is impossible or unreasonable.

LEAVE FOR NURSING MOTHERS UNDER FEDERAL LAW

As required by state and federal law, the District will provide paid or unpaid reasonable breaks each time an employee needs to express breast milk for her nursing infant who is up to one-year old. Employees may elect to use their paid break times for this purpose. The District will furnish a private space, other than a bathroom, that is reasonably free from dirt or pollution, protected from the view of others and free from intrusion by others where the employee may express breastmilk.

If complying with this policy will cause an undue hardship for the District considering the size, financial resources, nature, and structure of the public body, the District may meet with the employee to agree upon a reasonable alternative. If the parties are not able to reach an agreement, the District may require the employee to accept a reasonable alternative selected by the District.

An employee who does not agree with the determination of the District may file a complaint with the Local Government Employee-Management Relations Board.

a) Prohibition Against Retaliation

The District will not tolerate any retaliation by management or by any other employee against an employee who exercises rights under this policy. Employee who believes they have been retaliated or discriminated against in any manner whatsoever should immediately notify the EEO Officer or the alternate. The District will promptly investigate and deal appropriately with any allegation of retaliation.

LEAVE FOR PARENTS OF CHILDREN ENROLLED IN SCHOOL

For Districts with 50 or more employees employed for 20 or more calendar weeks per year, those employees who are parents of children enrolled in public or private school (K-12) are entitled to four hours of unpaid leave, per school year, for each child enrolled in school. The employee may use the entitled leave time to:

- Attend parent-teacher conferences;
- Attend school-related activities during regular school hours;
- Volunteer or otherwise be involved at the school in which the child is enrolled during regular school hours; and
- Attend school-sponsored events.

The time for the leave must be mutually agreed upon by the employee and the District. The employee must request the leave in writing at least five school days prior to the date on which the leave is to be taken. The employee may also be required to furnish documentation demonstrating that the employee was present at the school activity for which the leave was provided.

a) Prohibition Against Retaliation

An employee shall not be retaliated against for utilizing the leave described in this section. Employees who believes they have been retaliated against as a result of having taken leave under this section may file a claim with the Nevada Labor Commissioner. The District shall provide the employee with all of the forms necessary for the claim filing.

Adopted: 4/11/2023