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STEVENS POINT AREA PUBLIC SCHOOL DISTRICT

LEAVES

I. Time Off With Pay

A. Sick Leave

Sick Leave is credited annually and provided at the beginning of the school year or fiscal year.

1. Sick leave can be used in increments of not less than one hour for the employee or the employee's family members (spouse, domestic partner, child under 18, or parent), including doctor and dentist visits.
2. Any accrued sick leave balances on June 30, 2011 were carried forward unreduced.
3. If accrued sick leave balances are above the maximum in the tables provided, the employee will be awarded the annual allocation. If the employee does not utilize the annual allocation of sick leave that year, the unused, annual sick leave allocation will not be added to the sick leave balance.
4. There will be no pay out or other compensation for unused sick leave due to resignation. Eligible retiring district employees will receive a sick leave payout of $100 per day for up to 120 accumulated sick days.
    - Employees must be at least 57 years old at the time of retirement, and
    - Have either 20 years of employment with the district or 20 years of Wisconsin Retirement (WRS) service.
    - To participate in this benefit, retiring employees must submit their letter of retirement to the Director of Human Resources by February 1st if they wish to retire at the end of the current school year. Certified and/or contracted employees planning to submit their letter of retirement or retire prior to the end of the next school year must notify the Director of Human Resources by February 1st of the prior school year.
5. Abuse or misuse of sick leave may result in disciplinary action. When an employee is absent for three (3) or more consecutive days, a doctor's note may be required. Supervisors shall notify Human Resources on an employee's third consecutive day of absence.
6. Teachers and special education assistants must enter absences into ERMA and then the substitute software to begin the substitute scheduling process and notification to their principal.
7. Family Medical Leave runs concurrently with sick leave and disability leaves and paperwork should be requested for absences of three (3) consecutive days and serious health conditions.

B. Voluntary Donation of Sick Leave

1. The employee will contact the Superintendent or designee in writing prior to using all sick days to receive anonymous donations of sick time from other employees. Such

requests can only be made for the prolonged employee serious illness, injury, or limitations related to, affected by, or arising out of pregnancy or childbirth up to a maximum of thirty (30) sick leave days.

2. Medical documentation will be required and must include a written statement by the doctor as to the employee's ability to handle job responsibilities and their expected date of return to work.
3. Each request will be addressed on a case-by-case basis. The employee's prior attendance record will be taken into account before a decision is made.
4. The Superintendent's decision is final and the employee has no right of appeal.
5. Employees requesting sick leave, may not receive more than 30 days of sick leave (prorated per FTE status). Employee donors may give up to 2 sick leave days per request.
6. All time donated will be allotted to the employee receiving the donated time.
7. No additional sick leave days will be accepted after the close of business on the 5th working day or when the maximum number of donated sick leave days are reached.
8. The District will allow one request per receiving employee for the duration of their employment with the District.
9. The names of all employees donating or receiving sick leave will be kept confidential.
10. This provision will be reviewed annually.

C. Personal Leave

Personal Leave is to be used for handling family and personal business/emergencies that may not otherwise be possible during a workday.

1. Personal leave can be used in increments of not less than one hour.
2. Employees may request of payout of unused personal leave for up to three (3) days at the sub rate of pay. Additionally, up to three (3) days of unused personal leave may be rolled over into an employee's sick leave balance if the balance is below the maximum accrued amount. Up to three (3) days of personal leave will be rolled over into sick leave balances at year end unless an employee requests a payout at the substitute rate of pay by the annually established deadline.
3. Personal leave requires a minimum of one (1) weeks' notice and prior approval from the direct supervisor/principal except in emergencies.
4. Personal leave will not be granted unless the classroom is covered by appropriate supervision (i.e. a substitute).
5. Personal leave will not be granted after a resignation notice is received. This would not apply to an employee providing a resignation/retirement notice and working through the end date of their work calendar.

Work Year	Employee Groups	Annual Sick Leave Days	Max Sick Leave Accumulation Days	Personal Leave Days
School Year	Bus Drivers	2	120	6
School Year (up to10 months)	Administration Clerical Educational Assistants Food Service	7	120	6

	Food Service Managers Teachers			
11 month	Administration Clerical Leadership Team	8	120	7
12 month	Administration Clerical Custodial/Maintenance Support Services Transportation	9	120	7

Days will be allocated based on the average daily hours scheduled.

An employee will earn a prorated amount of sick and personal leave. An employee who is hired between the first and the fifteenth of a month shall receive credit for the full month. An employee hired after the fifteenth will begin accruing the first of the month following their date of hire.

D. Family Funeral Leave

Family Funeral Leave is granted as illustrated in the table below. Employees shall indicate the relationship when requesting time off in ERMA.

Relationship (includes in-laws)	**Days paid**
Spouse, domestic partner, child, parent	Up to 5 days
Grandparent, sibling, grandchild	Up to 3 days
Aunt, uncle, nephew, niece, cousin and members of the employee's household	Up to 1 day

Additional funeral days may be requested and will be granted at the discretion of the direct supervisor/principal and Director of Human Resources. These approved additional days will be deducted from the employee's available sick leave and/or personal leave.

E. Jury and Subpoena Leave

Jury and Subpoena Leave covers employees called for jury service or subpoenaed in regard to their employment with the District. An exception is any subpoena issued in litigation where the employee is suing the District. Employee's will receive their salary less compensation received for jury or witness service. An employee should seek to postpone jury service for non-student attendance times by requesting the same of the court.

F. Military Leave

1. The District shall provide military leave in accordance with State and Federal Laws. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a

specific benefit, no such benefit will be provided.

2. If a state of emergency is declared and an employee is called to active military duty, up to ten (10) days of military leave with pay will be provided by the District.
3. Group hospitalization insurance coverage shall be continued for an employee and for the dependents of an employee until said employee has come under military coverage.
4. Military Leave. The state and federal laws governing military leave are intended to ensure that employees who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services:" (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present or future military service. This Employee Handbook provision governs unless in contradiction with federal or state law.

   Military leave is available for employees, who are members of a state or federal military branch or reserve unit, and who require a leave of absence to perform military service duties, which includes the service, training, and/or an emergency response associated with the federal military, national guard, state guard, or other uniformed service are entitled to leaves of absence, pursuant to state and federal military leave laws, e.g., USERRA.

   Employees who wish to take paid or unpaid military leave must submit a written request for leave immediately or as soon as practicable after receipt of official notice to report to duty. A request for military leave must include written documentation of the employee's impending service duties, unless military necessity prevents the giving of notice or notice is otherwise impossible or unreasonable. The employee's request must include the length of leave requested and whether it is intermittent or continuous.

   Such military leave shall be provided to employees on an unpaid basis, except as provided herein.

   a. For the first ten (10) days of military leave required during the fiscal year, the employee shall be paid by the District. Such leave shall not be deducted from the employee's other accrued paid.

   b. For any military leave required beyond ten (10) days during each fiscal year, an employee may use his/her accrued paid leave, if any, to continue compensation.

For purposes of providing compensation to employees taking military leave, the District shall provide such compensation to employees on military leave by paying the difference between the employee's regular pay and any compensation received by the employee for the leave day, to ensure the employee's pay during their absence is the same as they would receive during their civilian employment. If the stipend received is equal to or greater than the pay of their civilian employment, the District shall issue no payment to the employee for military leave.

II. Time-Off Without Pay

Time-off without pay must be requested at least two (2) weeks in advance, except in emergencies, through the employee's direct supervisor/principal. Time off without pay is only available for use after all paid leave is exhausted and appropriate supervision for the classroom has been secured.

A. Extended Unpaid Leave of Absence

Extended Unpaid Leave is available for employees with more than three (3) years of service, subject to Board approval (for sabbaticals and family needs – not for alternative employment), for up to one year. The employee will be offered COBRA and is responsible for the total cost (employee and employer cost) of all benefits they elect while on an extended unpaid leave of absence.

B. Extended Unpaid Medical Leave

The District will allow employees up to one year of extended unpaid leave due to medical reasons. If after one year the employee is not able to return to work, employment will be terminated. The employee may still receive long term disability payments if approved by the insurance carrier.

Once an employee has been absent over five (5) unpaid days excluding time covered under the Family Medical Leave Act, the employee will be offered COBRA and shall pay the total cost (employee and employer cost) of all benefits the employee receives.

C. Job Share

Teaching staff eligible for an extended unpaid leave of absence, as defined above, may be eligible for a one-year job share. Both teachers will share one full-time teaching position, as approved by the Principal, appropriate Director of Education, and Director of Human Resources, including all of its duties and responsibilities while maintaining cohesion and continuity in the classroom with parents and staff. At the end of the one year period, the teacher may continue as a part-time employee by resigning half of their previous 1.0 full-time equivalent contract.

D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance

driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and

3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. Organ Donor Leave

A staff member who has worked more than 52 consecutive weeks and for at least 1000 hours during that 52 week period may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

F. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;

2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.