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7	Employee time cards must be submitted weekly, each Monday, for time worked the previous week.	Employee time cards must be submitted weekly, each Monday by the end of the day, for time worked the previous week.	
7	Payment of wages will be paid bi-weekly.	Payment of wages will be paid bi-weekly. The pay schedule for the current school year is attached below.	
7	Classified staff must notify their supervisor and the Payroll Department, in writing, of any name changes. Address and phone number changes should be completed by the employee through Skyward.	Classified staff must notify their supervisor and the Payroll Department, in writing, of any name changes. Address and phone number changes should be completed by the employee through Skyward. Please ensure the HR Department is notified if changes are made.	
20	There shall be a sick leave bank jointly established for classified and administrative staff not covered by the Negotiated Agreement. The bank shall have the following qualifications:	There shall be a sick leave bank jointly established for classified, as well as certified staff and administrative staff who are not covered by the Negotiated Agreement. The bank shall have the following qualifications:	
21	The classified employee or administrative employee must have used all of his/her accumulated annual and sick leave (including vacation leave) to be able to apply for use of the Sick Leave Bank.	The ~~classified employee or administrative~~ employee must have used all of his/her accumulated annual and sick leave (including vacation leave) to be able to apply for use of the Sick Leave Bank.	
21	The days drawn from the bank shall be used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family.	The days drawn from the bank shall be used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family. Elective procedures, including pregnancy and cosmetic procedures, are not eligible for use of the Sick Leave Bank.	

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21	Denial of the application to withdraw days from the Sick Leave Bank may be appealed to an appeal committee. The appeal committee shall consist of one person appointed by the governing committee of the bank, one person appointed by the Board of Education, and one person appointed by the two members of the appeal committee. It is understood that the Board of Education may appoint one of themselves as its committee member or appoint a classified staff and administrative staff. The decision of the appeal committee will be final.	Denial of the application to withdraw days from the Sick Leave Bank may be appealed to an appeal committee. The appeal committee shall consist of one person appointed by the governing committee of the bank, one person appointed by the Board of Education, and one person appointed by the two members of the appeal committee. It is understood that the Board of Education may appoint one of themselves as its committee member or appoint a classified staff ~~and~~ or administrative staff. The decision of the appeal committee will be final.	
25	An employee shall be granted leave for jury duty or to appear in a court of law as a school related subpoenaed witness. The employee will be paid his/her salary for a normal working day provided that the employee endorses over to the school district his/her witness or juror's compensation not including travel or subsistence reimbursements. The employee must notify the Business Department as soon as the employee is made aware of jury duty or to appear in a court of law as a school related subpoenaed witness.	An employee shall be granted leave for jury duty or to appear in a court of law as a school related subpoenaed witness. The employee will be paid his/her salary for a normal working day provided that the employee endorses over to the school district his/her witness or juror's compensation not including travel or subsistence reimbursements. The employee must notify the Business Department as soon as the employee is made aware of jury duty or to appear in a court of law as a school related subpoenaed witness. Staff are not required to use their annual days if called upon to be part of Jury Duty, if they provide the district with their Jury Duty stipend. If staff choose to keep their Jury Duty stipend, they will be required to use an annual day for this absence.	

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25-26	District employees shall be provided family and medical leave as provided by a plan approved by the Board of Education and required by current federal law and regulation. The plan for providing leave under this policy shall be filed with the Human Resource Department and made available to all staff.	District employees shall be provided family and medical leave as provided by a plan approved by the Board of Education and required by current federal law and regulation. The plan for providing leave under this policy shall be filed with the Human Resource Department and made available to all staff. Staff must qualify for FMLA. Qualifications include:	