

Great Falls School District

PERSONNEL

5321

Leaves of Absence

Sick Leave

“Immediate family” is defined as an employee’s father, mother, sister, brother, spouse, son, daughter, step-son, step-daughter, spouse’s father, spouse’s mother, grandchildren, grandparents, brother’s spouse, sister’s spouse, spouse’s sister, spouse’s brother, child’s spouse, step-child’s spouse.

Employees not covered by a collective bargaining agreement or handbook shall be granted sick leave benefits in accordance with § 2-18-618, MCA.

“Sick leave” means a leave of absence with pay for:

- A sickness suffered by an employee or a member of the employee's immediate family; or
- The time that an employee is unable to perform job duties because of:
 - A physical or mental illness, injury, or disability;
 - Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee’s child;
 - Quarantine resulting from exposure to a contagious disease;
 - Examination or treatment by a licensed health care provider;
 - Short-term attendance, in the District’s discretion, to care for a relative or household member who is not a member of the employee’s immediate family until other care can be reasonably obtained;
 - Necessary care for a spouse, child, or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
 - Death or funeral attendance of an immediate family member or, at the District’s discretion, another person.

Bereavement Leave

All staff shall be granted bereavement leave according to the terms of the current bargaining agreement (CBA) or handbook.

Each employee shall be allowed to use their allotted bereavement leave based on the CBA or handbook of their position, at full pay, for absences from school for each occurrence of death in the employee's immediate family or for any other member of the employee’s immediate household. This leave allowance is in addition to other leaves allowable in this contract. Immediate family shall be defined as employee’s father, step-father, father's brother, father's sister, mother, step-mother, mother's brother, mother's sister, sister, brother, husband, wife, son, daughter, step-children, foster children, daughter-in-law, son-in-law, grandparent,

great grandparent, grandchild, brother's spouse, brother's child, sister's spouse, sister's child, spouse's father, spouse's mother, spouse's sister, spouse's brother, or step-child's spouse.

Bereavement leave may be extended by the use of sick leave with prior approval. The Request for Administrative Approval must be completed.

Sick leave may be used for the funeral, memorial service or other related activities of a person outside of the immediate family, as defined above. The administration is authorized to request documentation or evidence supporting a leave request. The Request for Administrative Approval must be completed.

Bereavement leave allowance is not cumulative from year to year. This shall be an emergency leave applicable for the particular occasion only.

Cross Reference:

Policy 5321P	Conditions of Use of Sick Leave
Policy 5328	Family Medical Leave Act
Policy 5329	Long Term Illness/Temporary Disability Leave
Policy 5329P	Long Term Illness/Temporary Disability Leave
Policy 5330	Maternity and Paternity Leave

Legal Reference:

42 USC §2000e	Equal Employment Opportunities
§ 2-18-601(15), MCA	Definitions
§ 2-18-618, MCA	Sick Leave
§ 2-18-619, MCA	Jury Duty – Service as Witness
§ 39-2-104, MCA	Mandatory Leave of Absence for Employees Holding Public Office
§ 49-2-310, MCA	Maternity Leave - Unlawful Acts of Employers
§ 49-2-311, MCA	Reinstatement to Job Following Pregnancy - Related to Leave of Absence
Title 39, Chapter 31	Collective Bargaining for Public Employees

Policy History:

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