

FRINGE BENEFITS – CERTIFICATED ADMINISTRATION

DATES (Adopted/Revised)	GUIDE WORDS
<p>Adopted September, 2004 Revised June, 2006</p>	<p>Child Rearing Leave Christmas Dental Insurance Easter Family & Medical Leave Act, 1993 Health Insurance Holidays Insurance, Life Insurance, Medical Jury Duty Leaves & Vacations Military Leave Personal Leave Retirement Sick Leave Sick Leave Bank Vacation</p>

FAMILY AND MEDICAL LEAVE

Family and medical leave (FMLA) shall be subject to the requirements of the Family and Medical Leave Act of 1993.

LEAVE OF ABSENCE

A leave of absence will be governed by the following regulations and procedures:

1. A written request for a leave of absence must be submitted to the Director of Human Resources, with a copy to the Superintendent, not less than ten (10) days prior to the time the leave is to commence.
2. Any administrative employee who has been granted a leave of absence and wishes to return must notify the Director of Human Resources in writing that he/she be considered for assignment for which such employee is qualified.
3. Sick leave days established at the time of departure on an approved leave of absence shall be restored when the person returns to employment.
4. Employees on leave of absence may continue insurance coverage by paying the premiums on a schedule as determined by the Business Office.

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SICK LEAVE

Administrative employees will earn fourteen (14) days of sick leave per year. Sick leave days will be prorated for those partial months as determined by the approved school calendar. Sick leave days are prorated in half-day increments. On July 1 employees will be awarded the number of sick leave days which they would normally earn during the year between July 1 and June 30. New employees will be awarded the number of sick leave days to which they are entitled for the period between the commencement of employment and July 1. Sick leave days may be taken as full or half days.

Any administrative employee who must be absent from duty must notify his/her immediate supervisor as soon as possible after the necessity for absence is known. The reason for the absence and anticipated length of absence must be reported.

Sick leave for extenuating circumstances, which is allowed at the discretion of the Board of Trustees, or designee, as described in Policy 7129, must be requested in writing in advance of such absence. A written response will be made to such requests by the Superintendent, or designee.

PREGNANCY/CHILD BEARING

Pregnancy/child bearing will constitute illness only during such period when the employee is physically unable to perform duties as certified by the employee's physician. The employee will be expected to return to work as soon after the baby's birth as physical condition will permit as certified by a physician or take child rearing leave.

BEREAVEMENT

Up to 5 days leave may be taken by employees for the purpose of attending funerals of members of the immediate family, i.e., spouse, employee's (or spouse's) child, parent, brother, sister. An extension of this leave may be granted at the discretion of the Superintendent or designee. Time for attending the funeral of a close friend, associate or relative may be allowed at the discretion of the Superintendent or designee. Extension of bereavement leave or time to attend the funeral of a close friend, associate or relative is to be requested in advance of absence in writing to the Superintendent. Days used for bereavement leave will be deducted from the employee's sick leave entitlement.

MILITARY LEAVE

Same as Procedure 7172.

LEAVE FOR JURY DUTY

Same as Procedure 7175.

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PERSONAL LEAVE

Administrative employees who wish to take personal leave should notify their immediate supervisor of their intention forty-eight (48) hours in advance. In an emergency when forty-eight (48) hours cannot be given, permission to use such leave shall be left to the discretion of the immediate supervisor.

VACATION

The practical application of the vacation policy shall rest with the employee's immediate supervisor. Annual vacation shall be scheduled by the employing department or building at a time most convenient to the work schedule of the department or building, but in so far as possible, in accordance with the wishes of the employee in any amount up to the total of earned vacation credits.

CHILD REARING LEAVE

Child rearing leave is an extended leave of absence granted employees for the purpose of caring for or rearing their child.

Requests for child rearing leave of absence must be submitted in writing to the Director of Human Resources with a copy to the employee's immediate supervisor at least fifteen (15) days prior to the time the leave is to commence.

The maximum amount of child rearing leave will be two (2) years.

Administrative employees who are on child rearing leave and wish to return to active service must submit a written request to the Director of Human Resources at least thirty (30) days prior to the time such employee intends to return to work. The employee will return to the position held prior to the leave or to another position for which such employee is qualified.

See form posted on District website.