

## STAFF LEAVES AND ABSENCES

The Board recognizes that employees may have a need to be absent from their regular work assignments. Therefore, employees are entitled to paid absence from work under conditions prescribed by Board policy.

1. Sick leave (and anticipated disability)
2. Personal Business (emergency) leave
3. Bereavement leave
4. Injury leave
5. Legal leave
6. Military leave
7. Professional leave
8. Vacation
9. Family Leave (paid and unpaid)

Other categories of leave may be provided through negotiated agreements. The applicable negotiated agreement outlines the specific number of days and the eligibility requirements for each type of paid leave.

### SICK LEAVE . . . ALL EMPLOYEES (except temporary employees)

Sick leave is provided in the amount of one day for each contract month and shall accumulate from year to year. The cumulative sick leave allowance for regular part-time employees shall be proportional to the amount of time worked.

To remain on sick leave with or without pay for an extended period of time, employees may be required to furnish a statement from a physician indicating they are not able to work. To return to work, employees must have a physician's statement indicating that

they are able to work. An employee's position will be held open for an interval not to exceed three days after a physician states the employee is able to return to work.

The district may make an investigation at any time it appears that the sick leave is not being used for the purposes specified. If employees abuse the sick leave policy, they will be subject to disciplinary action and/or dismissal.

An employee may transfer into or out of District unused sick leave days up to a maximum of 60 days earned in an Oklahoma public school district.

Employees who have terminated their employment with the district and who subsequently are reemployed by the district within one year are eligible for reinstatement of their earned sick leave days. After one year, days may not be reinstated.

SICK LEAVE -	TEACHERS:	See Current Negotiated Agreement
SICK LEAVE -	SUPPORT STAFF	See Current Negotiated Agreement
SICK LEAVE -	BUILDING ADMINISTRATORS	Eleven (11) days annually.
SICK LEAVE -	PROFESSIONAL and PARAPROFESSIONAL	One (1) day for each month of their contract year.
PERSONAL BUSINESS OR EMERGENCY LEAVE -	ALL EMPLOYEES:	Three (3) days annually.
BEREAVEMENT LEAVE - ALL EMPLOYEES	-	As per appropriate negotiated agreement or administrative regulations.

**TEMPORARY DISABILITY LEAVE - ALL EMPLOYEES**

Temporary disability leave may be granted to an employee who will temporarily be prevented from performing his/her regular duties because of medical reasons.

Accumulated sick leave will be accrued during the time of paid temporary disability. An employee who remains unable to return to work after sick leave benefits have expired will be placed on automatic unpaid leave. Employees may request an extended leave of absence according to the criteria for such absences.

#### LEGAL LEAVE - ALL EMPLOYEES

An employee who is summoned to jury duty or subpoenaed by a Court of Record as a witness for testimony relating to the official business of the district or directly resulting from employment by the district will be entitled to paid legal leave. The employee will turn over to the district all jury pay and witness fees received, excluding any parking or mileage reimbursements.

If an employee is subpoenaed as a witness by a Court of Record and testimony is not related to official business of the district or a result of employment by the district, the absence may be charged to personal business leave. If the employee has used all personal business leave, the employee may request to have the specified absence charged to accumulated sick leave.

MILITARY LEAVE - ALL EMPLOYEES: See State Statutes

#### PROFESSIONAL LEAVE - ALL EMPLOYEES

Professional leave may be granted to an employee to participate in activities related to the employee's professional growth, such as workshops, seminars, and conferences.

#### UNPAID LEAVE - ALL EMPLOYEES

Employees may apply for and receive approval for unpaid personal leave when the reason for absence does not meet the criteria for paid leave or when the employee has exhausted appropriate leave. Unpaid leave is subject to the same approvals and conditions as paid leave.

## EXTENDED LEAVE OF ABSENCE CRITERIA

All extended leaves of unpaid absence are non cumulative and, unless excepted by law, are for one (1) contractual year or for the remainder of the contractual year if it has begun. Reinstatement may be approved during the period of leave if the services of the employee are needed.

No employee, unless excepted by law, is eligible to apply for an extended unpaid leave until a minimum of three (3) years qualifying service has been completed. Employees will normally be expected to complete three (3) additional years of qualifying service before becoming eligible for another extended leave of absence.

Renewal of extended leaves of unpaid absence may be granted for one (1) additional year, except where otherwise provided by Board policy or negotiated agreement. Requests for reinstatement or extension of an unpaid leave of absence must be filed with the superintendent on or before March 15 for the following contractual year.

An employee failing to submit a request for reinstatement from leave of absence or an extension of leave terminates affiliation with the Board of Education at the expiration of the leave.

Eligible employees may request extended leave of absence in the following categories: medical leave; study leave; political leave; military leave; family leave.

### MEDICAL LEAVE - ALL EMPLOYEES

Medical leave of absence may be granted to an employee who has exhausted sick leave benefits, but is unable to return to work for medical reasons.

### STUDY LEAVE - ALL EMPLOYEES

An extended leave of absence for academic or professional study may be granted to an employee to pursue an approved course of study. Employees granted study leave will

be required to participate, during the period of the leave, in an educational program designed to contribute to the employee's professional growth.

An extended leave of absence may be granted to teach abroad, provided the teaching experience abroad is obtained within an accredited school and will qualify as approved teaching experience in accordance with the guidelines of the Teacher Personnel section of the State Department of Education.

#### POLITICAL LEAVE - ALL EMPLOYEES

Employees may be granted a leave of absence for up to one year in order to become a candidate for public office or to participate in political campaigns.

If elected to public office, the employee may return to his/her employment after the term of office (including any reelection to the same or other public office) has expired at the discretion of the district, providing there is a vacancy for which he/she is qualified. The employee will be reinstated at the salary step to which he/she was entitled when the leave was granted.

If participating in a political campaign, the employee may be required to take the entire school year or an acceptable portion thereof as the period of leave. Granting of such leave will be contingent upon obtaining a suitable replacement for the employee.

#### EXTENDED MILITARY LEAVE - ALL EMPLOYEES

An employee who is involuntarily called to active duty in the Armed Services of the United States, or who is a member of a reserve component and involuntarily ordered to active duty, will be entitled to reinstatement and benefits to the extent provided by applicable state and federal laws.

#### FAMILY LEAVE - ALL EMPLOYEES

Employees are provided with up to 12 weeks of unpaid family leave. Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal business leave, and vacation leave.

Such leave will be deducted from the 12 weeks of eligibility.

Leave may be granted for the birth, adoption, or foster placement of a child by the employee; to care for a spouse, son, daughter, or parent who suffers from a severe health condition; or for a severe health condition the employee is experience. Eligibility and other conditions for family or set forth by Board policy.