

LEAVES AND ABSENCES

403.4

Administrative Procedures For Staff Absences

General Information:

The procedures for staff absences may be different depending upon the position and duties of the employee.

Staff absences are calculated on an hourly basis.

If absent for a school reason, the Employee Leave/Transportation/Expense Request Form is completed and marked as professional leave. The school pays for the substitute, if one is necessary, and the teacher is not “charged” for the leave.

Certificated Staff:

If a certificated staff member is absent and the absence requires that the district pay for a substitute, then an Employee Leave/Transportation/Expense Request Form must be completed noting the absence and the type of leave which is to be recorded.

With the permission of the superintendent of schools a teacher may take leave without pay. Application for leaves of absence without pay must be requested by the teacher 3 days prior to the desired leave time. The school district will pay for the substitute, if one is necessary, for approved leave without pay absences.

As defined in school board policy, Unauthorized Leave is the absence of a teacher without the approval of the administration.

Comp Time Leave for those on monthly salary

If approved by the supervising administrator, Non-Certified *12-month* staff members who are paid on either a salaried, monthly basis or an hourly basis whose job responsibilities will allow the employee to work at times other than the normal school day hours may receive comp time for hours worked beyond a 40-hour work week.

If approved by the supervising administrator, Non-Certified staff members who work less than 12 months and are paid on an hourly basis whose job responsibilities will allow the employee to work at times other than the normal school day hours may receive comp time for hours worked beyond a 40-hour work week.

If approved by the supervising administrator, Non-Certificated non-12-month employees may work periodically part-time during the summer and may take the summer comp time

accumulated at a later date during the school year. This summer comp time is accumulated at the regular hourly rate, not at an overtime rate.

For all 9 month employees, all comp time must be used by the last day of school.

For all 10 month employees, all comp time must be used by June 15th.

For all 12-month employees, all comp time must be used by August 31st.

For instructions for participation in the comp time benefit the employee should refer to the "Comp Time Leave/Payment Options" form that may be obtained from the Superintendent's Office.

Hourly Employees:

If absent for any reason and leave pay is desired, Hourly Employees must always complete an Employee Leave/Transportation/Expense Request Form. The building administrator must always sign an approval of the absence.

With the permission of the superintendent of schools an employee may take leave without pay. Application for leaves of absence without pay must be requested by the employee 3 days prior to the desired leave time. The school district will pay for the substitute, if one is necessary, for approved leave without pay absences.

As defined in school board policy, Unauthorized Leave is the absence of an employee without the approval of the administration.

The reason for an absence should be conveyed to the building administrator or supervisor and Superintendent prior to the absence. In some instances, an hourly employee could be absent from the building and still be paid. For example, they could be sent for medical attention during the school day.

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