

Staff Personnel  
Leaves of Absence

413.1 Coverage. Certificated employees other than administrators and supervisors shall receive leaves of absence in accordance with the negotiated agreement with the bargaining representative. Administrators, supervisors and noncertificated employees shall receive leaves of absence in accordance with this policy.

413.2 Sick Leave. Administrators, supervisors, and non-certificated employees, other than temporary employees, shall be granted paid leave of absence for personal illness or injury in accordance with the following schedule:

- 1st year of employment. . . . . 10 days
- 2nd year of employment. . . . . 11 days
- 3rd year of employment. . . . . 12 days
- 4th year of employment. . . . . 13 days
- 5th year of employment. . . . . 14 days
- 6th and subsequent years of employment. . . . . 15 days

The above amounts shall apply to consecutive years of employment in the District. Unused sick leave days may be accumulated and carried forward to subsequent years. A maximum of ninety-five (95) days may be accumulated and carried over each school year. The additional allotment will be added at the beginning of the year to the carry over days. Sick leave days shall be taken in one-half or full day increments, rounded to the nearest half day. An employee must work a minimum of one day of their new contract to obtain the new allotment.

Sick leave may be used for the employee illness. Sick leave can be used for doctor appointments for one initial appointment and follow up appointments if necessary. The employee will need to present proof of follow-up appointment to the employer.

The Board or superintendent may require such medical evidence as the Board or superintendent deems necessary to substantiate a request for sick leave.

An employee injured or disabled on the job may be eligible to receive a weekly benefit under the Iowa Workers' Compensation rules. The employee under Workers' Compensation rules may elect to keep the workers' compensation check and not lose sick days or the employee may elect to have the employer keep the compensation check and the employee is then paid their normal wage and have sick days deducted. The employee shall notify the District in writing within seven days of the accident if the employee desires normal wages. Failure to report within such time limit shall be treated as an election to accept the workers' compensation benefits.

413.3 Family Illness. Administrators, supervisors and noncertificated employees, other than temporary employees, may be excused without loss of pay for five (5) days annually in the event of illness or injury in the family (parent, spouse, or children), said days to be deducted from the employee's accumulated sick leave.

- 413.4 Personal Leave. Administrators, supervisors, and noncertificated employees, other than temporary employees, shall have two (2) days to be used for the employee's personal affairs without loss of pay. Such personal leave days shall be credited to the employee as of the first official work day of the contract year and shall be accumulated to a maximum total of five (5) days. An employee planning to use a personal leave day or days shall notify his/her supervisor at least three (3) days in advance, if possible. Employees may not use personal leave for activities which result in remuneration to the employee. The employee may be required to give a reason for the use of a personal leave day. Personal leave days shall not be granted on days immediately preceding or following scheduled holidays or recess periods, the first or last day of the contract term, opening school week, closing school week, examination days, inservice or other nonstudent contact work days, or report card days unless approved by the superintendent or the superintendent's designee. An employee must work a minimum of one day of their new contract to obtain the new allotment.
- 413.5 Bereavement Leave. An administrator, supervisor, or noncertificated employee, other than temporary employees, shall be granted up to five (5) days of paid leave for the death of a spouse, child, or parent of the employee. Up to three (3) days of paid leave shall be granted for the death of a grandparent, parent-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law or daughter-in-law. One day may be granted to attend the funeral of another individual upon the approval of the superintendent.
- 413.6 Jury Duty. An administrator, supervisor, or noncertificated employee called for jury duty during work shall be permitted to be absent from duties without loss of pay. The employee shall report for duty during the period of time that the employee is not required to be on jury duty. Per diem pay received for jury duty shall be remitted to the District.
- 413.7 Professional Leave. Administrators, supervisors, and noncertificated employees may request of the superintendent paid leave time to view other school facilities or programs or to attend meetings, workshops, or conferences. Employees must file a written request at least five (5) days in advance. The superintendent shall have discretion on whether to grant the request and shall have discretion on whether to pay for registration, lodging and travel expenses. If an employee is required to attend, the employee will be reimbursed approved travel and lodging expenses and registration.
- 413.8 Military and Political Leave. Leaves of absence for military duty and to hold political office shall be granted accordance with applicable law.
- 413.9 Pregnancy and Child Care Leave. Leaves of absence for disabilities relating to pregnancy and child birth will be treated in the same manner as leaves of absence for other disabilities (Code No. 413.2). The period of disability shall be determined by a valid medical statement from the employee's physician. Requests for leaves of absence for child care beyond the period of disability will be treated under the provisions dealing with unpaid leaves (Code No. 413.10).

413.10 Other Leaves of Absence. Employees may be granted unpaid leaves of absence upon written request and upon approval of the superintendent or the superintendent's designee. Requests for more than five (5) consecutive work days of unpaid leave must be approved by the Board of Directors and shall be without District-paid fringe benefits. Length of service, previous attendance record, reasons for the request, and impact on the education program and related services shall be considered.

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LEGAL REFS.: 29A.28, 279.8, 279.12, 279.40, 601A.9, Chapter 607, Code of Iowa