

STAFF LEAVES AND ABSENCES

Laramie County School District #2 allows for a number of different leaves of absence as either a matter of policy or at the discretion of management. A leave of absence of more than 10 workdays may be with or without pay, depending upon the reason for the absence and are granted only with the approval of the Superintendent. All catastrophic leave does not need to be approved by the Superintendent, but must be approved by the Catastrophic Leave Bank Committee. If there are any questions regarding leaves of absence, the employee should contact his or her supervisor or the Superintendent.

Throughout this policy time is referred to as days. For procedural purposes, days will be converted to hours as necessary.

Paid Leave

1. Paid leave will be granted on the basis of twelve (12) days per contract year, with no deduction of pay.
2. Paid leave may be taken for any reason that the employee desires, including illness, medical appointments, bereavement, personal business, and professional development with the approval of the administrator. (No leave time is deducted for approved professional development.)
3. In the event of a death of an immediate family member (spouse, child, sibling, parent, parent-in-law, grandparent, or grandchild), three (3) days bereavement leave will be paid. Any additional days will be deducted from earned leave and/or vacation.
4. For other than emergency situations, paid leave will be granted subject to the following guidelines:
 Request: The employee must give notice for such leave to his/her immediate supervisor as far in advance as possible.
 Vacation Periods: Paid leave will not be granted immediately prior to, or after, a vacation period unless approved by the building administrator.
5. Employees shall have the option of accumulating unused paid leave up to ninety (90) days. Any days accumulated above the maximum of ninety (90) days will be automatically reimbursed annually after the end of the school year. Certified teachers will be reimbursed at 40% of the daily rate for BA, Step 1 of the salary schedule. All other staff will be reimbursed at 40% of Salary Step 1 for their position.
6. Upon separation of employment with the district, unused paid leave will be reimbursed in the same manner as paragraph 4 above. Paid leave days will be prorated for the current year for employees who terminate employment before the end of the school year. Employees who fail to give a two-week notice, will forfeit any paid leave days that have been accumulated.
7. Employees working less than a 40 hours per week will be allowed days and accumulations proportionate to the number of days worked per week.
8. Absence in excess of accumulated days shall result in appropriate deduction from the employee's salary unless the Board approves otherwise.

Vacations and Holidays for 260-Day Employees

Ten days of paid vacation are granted to all 260-day employees who have completed one year of continuous service. After five (5) years of continuous service, the employee is granted fifteen days of paid vacation each year. Vacation time must be taken at a time mutually agreed upon by the employee and his/her supervisor. Up to thirty (30) days of unused vacation time may be carried over to the next year. Vacation time accumulated over thirty (30) days must be taken by December 31 of each year or it will be lost. Upon termination of employment, the district will buy back no more than 30 days of unused vacation time.

In addition, the following paid holidays are granted to 260-day employees:

- New Year's Eve Day and New Year's Day
- Good Friday and the Monday following Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve Day and Christmas Day

In the event a designated holiday falls on Tuesday or Thursday, the superintendent has the discretion to declare the Monday or Friday as holidays, with offices closed and employees dismissed for that day. Any holiday occurring on a weekend shall be taken the following Monday. By mutual agreement between the employee and supervisor, another working day may be substituted for Monday. Only 260-day employees shall be expected to work during the time school is dismissed for the Christmas holidays.

Inclement Weather/Roads - When a staff member is absent due to inclement weather/roads and school is still able to be in session, the following procedures will be used in recording the absence:

1. The staff member will first use his/her paid leave days.
2. If the staff member has exhausted his/her paid leave days, the building administrator will dock the cost of a day's wages from the staff member's salary.
3. If special circumstances exist, the superintendent may waive these requirements.

Professional Leave - Should the district request an employee attend a conference, meeting, inservice training or project, the district will pay the cost of a substitute teacher, registration fees, lodging, meals, and transportation (if school vehicles are not available). Receipts for lodging (at single-room rates), meals, and registration must be submitted by the employee. Leave for approved professional development or meetings will not be deducted from paid leave days.

Civic Duty Leave - Leave with pay may be granted under certain circumstances to employees for the performance of certain civic responsibilities. If the need for the leave exists because of circumstances beyond the employees' control, the leave will be

granted with pay. In all other circumstances, it is within the supervisor's discretion as to whether such leave will be with or without pay. Such civic duty leaves might include:

- Jury Duty - Employees are excused from work while serving on jury duty. Employees are required to be at work when their presence is not required in court. The employee will sign over to the district any amount received as a juror, and the district will continue to pay employee's regular salary and benefits.
- Testimony in Court - Employees will be granted paid civic leave when required by subpoena to testify in court for other than personal reasons and when required to testify for reasons beyond the employees control. As in jury duty, the employee is expected to be at work when his or her presence is not required in court. The employee will sign over to the district any amount received to testify, and the district will continue to pay employee's regular salary and benefits.
- Fire/Ambulance Squad – Employees are excused from work while serving as volunteers for the fire or ambulance squad as long as the building administrator determines it does not create any problems for the district.

Military Leave - Employees will be granted military leave without pay for the performance of duty on a voluntary or involuntary basis in a uniformed service. This service may be voluntary or involuntary and might include: active duty, active duty for training, initial active duty for training, inactive duty for training, full time national guard duty, etc.

Employees of the National Guard or Reserve Forces of the different military components will be granted fifteen (15) paid days military leave per year for active duty training subject to the provisions of this policy. The employee shall be paid the difference between his or her regular salary and the military pay, if any, for this leave. Leave for active duty training in the National Guard or reserve forces shall be requested through the employee's immediate supervisor. The request shall be accompanied by a copy of the employee's official orders as well as a letter from the commanding officer stating that this training is required for this individual and that such training cannot be obtained at any other time when school is not in session. Without such documentation, it shall be the responsibility of the Board to approve or disapprove such a leave request.

It is the policy of the District to support employees who contribute to the national defense as members of the uniformed services. The District will comply with state and federal law as to the requirements for military leaves as well as reinstatement. Employee's supervisors are encouraged to confer with human resources about the respective benefits associated with military leave.

Educational Leave –Personnel may apply for a professional leave of absence from their position for a period of not more than one (1) school year for the purpose of working toward a degree to improve job skills that will benefit the district and the employee. Such request, if approved by the Board of Trustees, shall not jeopardize the employee's

right to return to his/her former position on the salary schedule, accumulated paid leave, or other benefits as a result of such approved leave. However, no salary or benefits shall be allowed for the period of the leave. The employee shall fulfill the entire leave of absence that was originally requested before returning to employment. In order for a certified employee who has been granted a leave to return to the former position, he/she must sign a contract for the ensuing school year by April 1. Personnel may remain members of the district group insurance policies while on educational leave as long as they pay their own premiums.

Maternity Leave – Maternity leave, may be granted through the Catastrophic Leave Bank.

Catastrophic Leave Bank – Please refer to GCCA/GDCA.

Any leave in excess of that outlined under these guidelines or under catastrophic leave, shall be deducted from the employee's salary at a ratio of the number of days lost to the number of contract days of the employee.

Any contracted employee who has utilized more than the granted paid leave days for a contract year will meet with his/her administrator/supervisor to discuss the effect of the absences on classroom instruction and job performance. The administrator/ supervisor will determine if an action plan needs to be developed to address any concerns.

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