

Kimberly School District

PERSONNEL 5321(R)

Leaves of Absence

Sick Leave

Certified employees shall be granted sick leave in accordance with the Master Contract. Classified employees shall be granted sick leave in accordance with the Kimberly Schools Classified Handbook.

Each employee shall be granted one (1) day of sick leave for each month of service. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

It is understood that seniority shall accumulate while an employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

Compensation shall not be provided for unused sick leave. Employees may accumulate a maximum of two hundred twenty (220) days of unused sick leave. Upon retirement, an employee's accumulated unused sick leave must be reported by the District to the public employee retirement system.

Bereavement Leave

~~An employee who has a death in the immediate family shall be eligible for bereavement leave up to five days. Bereavement leave of greater than five (5) days must be approved by the Superintendent. Such leave shall not exceed ten (10) days, unless prescribed in writing by a physician. At the next board meeting the Superintendent shall report the situation to the board in closed session.~~

Certificated employees shall be granted up to five (5) days bereavement leave. Such leave shall be deducted first from sick leave for a family member, first from personal leave if not a family member. If the employee is out of personal/sick leave, the 5 days will be "substitute deduction" pay. In extenuating circumstances these days may be extended.

The term "family" shall be interpreted as: spouse and your (or your spouse's) child, stepchild, father, mother, sister, brother, grandparent, grandchild, son-in-law, daughter-in-law, uncle, aunt, or a person whose relationship is that of a foster parent. Unusual cases not included herein may be brought to the attention of the Superintendent of Schools for consideration.

Personal Leave

Teachers will be granted personal leave according to the terms of the current Master Agreement. Classified Staff will be granted personal leave according to the Kimberly Classified Handbook.

Advance notice must be given to the principal and leave will be granted contingent upon the needs of the school and availability of a substitute. ~~Notice of at least one (1) week is required for any personal leave of less than one (1) week.~~

The Superintendent, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave.

During any unpaid personal leave of greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier.

Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

All Leaves

If leaves are to include expenses payable by the District, the leave approval will so state.

Leave will only be granted in units of half or full days.

Legal Reference: 42 USC 2000e Equal Employment Opportunities; I.C. § 33-1216 et seq. Sick and other leave; I.C. § 33-1228 Severance allowance at retirement

Policy History:

Adopted:	January 27, 2004
Revised 1 st Reading:	September 18, 2007
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