

STAFF LEAVES AND ABSENCES

EMPLOYEE SICK LEAVE

Sick Leave Earned

Employees of the District will be divided into two categories (Professional and Support Staff) for the purpose of granting sick leave. Sick leave can be used for the following reasons:

- 1) Illness of the employee or illness of a family member;
- 2) Personal reasons – three (3) days can be used for personal reasons, but must notify the building administrator at least twenty-four (24) in advance. Upon approval of the employee's supervisor, up to six (6) accumulated sick days may be used for personal reasons.
- 3) Emergency reasons approved by the District Administrator or Building Principal
- 4) Bereavement leave of a family member, relative or close friend - Maximum limited to three (3) days. In case of an extenuating circumstance the employee may seek an exception to the three (3) day rule from the District Administrator.
- 5) Wellness - One (1) accumulated sick leave day per school year may be used for a wellness day. No reason will be required for using a wellness day but advanced approval from your Supervisor is required. Wellness days cannot be used on the day before or after a scheduled break and on days when no substitute is available. If unused, the Wellness day will revert to sick leave.

Professional Employees

All professional employees will receive ten (10) days of sick leave at the beginning of the school year. Annual allocations of sick leave are available from the first contract day each year. In the event an employee does not complete the contract year, sick leave for that year will be prorated and a professional shall have deducted from his or her final pay check any sick leave used which exceeds the days earned.

Support Staff Employees

12 month-hourly employees will receive ten (10) days of sick leave. Annual allocations of sick leave are available from the first contract day each year.

School Year hourly employees will receive eight (8) days of sick leave. Annual allocations of sick leave are available from the first contract day each year. Working the summer months will not change a school year hourly employee to a 12 month employee.

The District Administrator or Supervisor may require a doctor's statement concerning an employee's eligibility for sick leave. When deemed necessary, such a statement may require a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.

Accumulation of Leave:

Any unused sick leave earned will be allowed to accumulate to a maximum of 1200 hours.

Family and Medical Leave Act

The District's Family and Medical Leave Policy, Policy 523.22, is intended to conform to, and not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). The Policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws. The policy does not repeat every provision of the FMLA's or the WFMLA's statutory or regulatory requirements. Posters summarizing the benefits required to be provided under federal and state law are included as Appendix A of this handbook and can also be found with other employment-related postings in the District. In addition, employees may contact the District Business Office if they have specific questions. Certain medical leave may qualify for Families First Coronavirus Response Act (FFCRA). See Appendix B for more information.

Maternity, Paternity, and Adoption

1. An employee of the District may, upon request, be granted a leave of absence for maternity, paternity or adoption. Generally, leave may be granted for a time not to exceed the remaining part of the semester in which the birth or adoption occurs, and the following semester. Any FMLA leave an employee may also qualify for based on the birth or adoption of a child shall run concurrently with leave granted under this policy. See the provision of the handbook relating to the District's FMLA policy.
2. Employees shall state in their request to the District the length of leave they are requesting for the birth/adoption leave. It is at the discretion of the District to grant the leave for the time requested, alter the length of time allowed or deny the leave, provided the District complies with state and federal FMLA laws.
3. Under extenuating circumstances such as health concerns of the child or mother, a birth/adoption leave under this policy may be extended. Under normal circumstances, a birth/adoption leave under this policy would not be extended.
4. An employee will be required to use accumulated sick leave days during any period of the leave not covered by Federal or Wisconsin FMLA.

Unpaid Leave

Unpaid leave can only be used once all other leave days have been exhausted.

Long Term Unpaid Leave.

The Board of Education may grant a long-term unpaid leave of absence of up to one year to an employee. A long-term unpaid leave of absence is defined as eleven (11) or more consecutive workdays. In order to qualify for a long-term unpaid leave, the employee shall have worked in the District a minimum of three (3) consecutive years. No such leave will be granted without the supporting recommendation of the District Administrator. Said employee must sign a letter of intent by March 1 to return to service with the District upon termination of his/her leave. The Board of Education may waive, at any time, any or all of the restrictions designated in this subsection.

Short Term Unpaid Leave. The District Administrator or designee may grant a short-term unpaid leave of absence for ten (10) or less consecutive workdays. These requests must be in writing and approved in advance.

Benefits and Unpaid Leave

Benefits will continue as normal (coverage and premium cost) while on unpaid leave if the employee is covered under FMLA. If the employee is not covered under FMLA leave, the employee may continue with benefits at 100% cost to the employee. Insurance coverage premiums will be due to the district by the first of each month or through payroll deduction.

Military Leave

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence for purposes of federal service in the uniformed services or active state service, in compliance with state and federal law. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law. Leave under this policy is unpaid. However, employees must be permitted to substitute paid time off that they would otherwise be eligible to take, in compliance with state and federal law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intent to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits after completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

Jury Duty

The School District recognizes the civic obligation of employees to perform jury duty. Leave for employees called as witnesses by or on behalf of the District shall be included under this section. Said leave shall be paid and shall not be deducted from other types of paid leave. However, if the employee is not chosen as a juror, or not required to testify as a witness, the employee must report to school as soon as possible after being excused.

Employees selected for jury duty will be paid their regular wage. The employee will turn over to the District business office any daily fee received for civic duties performed within ten (10) work days of receiving said fee but shall keep reimbursement of actual expenses (such as mileage, meals, etc.). If verification is not submitted to the District business office within ten (10) workdays of receiving jury duty or witness pay, the employee's pay will be held until verification has been submitted.

Absence from work without following the District approved process may be construed as an abandonment of position and serve as the employee's resignation. Disciplinary consequences may also result in instances where the employee does return to work after an unapproved absence.

Leave Incentive Upon Retirement:

Employees that retire shall be paid at the rate of \$4.50 per hour for unused sick leave accumulated at the time of retirement. All amounts paid will be treated as taxable wages. To be eligible for this payment, the employee must declare his or her intention to retire January 31 of the final year and,

1. Be at least fifty-five (55) years old or,
2. File a certificate from a qualified medical doctor recommending that the employee leave the education profession.

Leave Beyond 1200 Hours

Professional and Support Staff employees that accumulate sick leave above 1200 hours at the end of the current year may sell the hours to the District at the rate of \$4.50 per hour. All amounts paid will be treated as taxable wages. Hours that are sold will be deducted from the employee's accrued leave.

Death Benefits

Upon the death of an employee in active service with the District, including an employee who is on an approved leave of absence, the District will pay out an amount equal to the employee's accrued unused sick leave hours remaining at the time of death as shown on the District's records, multiplied by \$4.50 per hour. All amounts paid will be treated as taxable wages.

Sick Leave Bank

Employees wishing to use the Emergency Sick Leave Bank (ESLB) must complete and submit an ESLB request form to the business manager. ESLB leave will be considered for a medical condition of the employee or a family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available, apart from the sick bank program.

1. A committee chaired by the district business manager and made up of the building principal, (2) employees, and the district administrator will convene when a request for time is properly submitted. Approval or denial of requests is not subject to the grievance procedure, and decisions of the committee are final.
2. The request may only be made after all sick/emergency/personal leave of the employee has been used. Employees must have donated a minimum number of hours equivalent to their regularly schedule hours per day at the end of the previous school year in which the request has been made or within two (2) weeks of their initial hire date to be eligible to request leave. Verification of need and duration of leave must be provided. In the case of medical leave, a doctor's statement as to the length of the leave must be provided.
3. The cumulative total number of hours granted over the length of an individual's employment shall not exceed 160 hours.
4. The District will provide a donation form to employees by May 15, which employees shall return within 15 days, authorizing their donation of sick leave to the bank for the following school year. New Hires and Employees who have exhausted their accumulated sick/emergency/personal leave by May 15th can donate from the new year's allocation within the first 2 weeks of their hire date or the beginning of the new school year. Employees may contribute up to 16 hours from their accumulated sick/emergency/personal days per year.

All unused leave contributed to the ESLB will remain available in the ESLB pool, unless this policy is terminated, in which case any remaining donated hours will be returned to donating employees, pro-rata.

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