

A. PERSONAL BUSINESS LEAVE

1. ENTITLEMENT TO PERSONAL BUSINESS LEAVE

- a. Upon approval of the Superintendent, certificated personnel shall be granted leave of absence with full pay for legal and/or personal business that cannot be conducted before or after school hours. A maximum of two(2) days personal business time may be earned per year. Initial employees to the district will receive two full school days of personal leave and will convert unused time to hours/minutes to subsequent years.
- b. Personal business leave may be accumulated at the rate of two(2) days per year not to exceed a total of six(6) days.
- c. Personal business leave hours cannot be subtracted from the employee's cumulative sick leave.

B. BEREAVEMENT LEAVE

1. ENTITLEMENT TO BEREAVEMENT LEAVE

- a. All District employees will be allowed **five(5) days** of bereavement leave for the death of any member of a family to include spouse, child, grandchild, parent, grandparent, sibling, niece or nephew of the employee or his/her spouse.
- b. If it is requested, the building principal or superintendent may extend the definition of family member and/or length of leave with the balance from the employee's accumulated sick leave.

C. MATERNITY/PATERNITY/PARENTAL LEAVE

- 1. A staff member who is employed by the school system and anticipates the need for maternity/paternity/parental leave should write a letter to the superintendent. The letter should outline the approximate dates in which the maternity/paternity/parental leave is being requested and whether the staff member plans to use accrued sick leave or unpaid leave as provided in The Family Medical Leave Act or both.
- 2. Maternity/paternity/parental leave exceeding twelve (12) weeks will require a written statement from the attending licensed physician. In addition, a similar statement from the attending physician will be required approving the return to work.

D. PROFESSIONAL LEAVE

Attendance at educational meetings or visiting other schools is permitted at full pay if such absence is approved by the Superintendent. If any certificated teacher wishes to be absent from duty for a brief period to attend a professional meeting, or to visit schools, a written request for approval of such absence should be submitted by the member, signed by the Principal and filed in the Superintendent's Office at least one week prior to the first day of anticipated absence.

E. WITNESS OR JURY DUTY

1. When a school district employee is subpoenaed to testify in court in a case in which he/she is not a party (unless the case is related to his/her position in the Bruneau-Grand View School District) or is summoned to serve on a jury, he/she will be granted leave when such subpoena or summons is verified. During any such absence, such employee will be entitled to receive his/her regular salary and all fringe benefits he/she would normally receive.
2. All fees received for each court appearance or services, up to but not in excess of the employee's rate of pay, will be remitted to the district.

F. MILITARY LEAVE

1. The board supports a policy that allows employees to participate in a military reserve program.
2. Employees who need to be absent from their regular duties because of military reserve service will be allowed to:
 - a. Use their accrued vacation for military leave (if applicable).
 - b. Take leave without pay for the military leave.
 - c. Take a combination of accrued vacation time and leave without pay (if applicable)
 - d. Take personal leave days to which the employee is entitled, up to a maximum of six accrued personal leave days.
3. Employees who are activated for military service during their term of employment will be entitled to the following:
 - a. Leave from their duties without pay and/or use of accrued vacation days and/or personal leave days (if applicable).
 - b. The right to their job or a comparable job upon return from military service.

4. Employees who are absent from their duties because of military reserve service will be entitled to all salary and step increases they would receive had they not been absent from their duties.
5. Employees who participate in a military reserve program will be guaranteed time off for military service provided that a leave request is completed and signed by the appropriate people. Employees are encouraged to communicate to their supervisor(s) the dates of military leave as early as possible.

G. ABSENCE WITHOUT PAY

1. Leave of absence without pay may be authorized by the superintendent for purposes which s/he considers urgent and necessary but not covered by paid leave policies. For such absences, deductions from the employee's salary will be made in accordance with the school district's pay deduction regulations.
2. The employee shall make application for authorization at least ten days in advance of the occurrence or, if advance application is not possible, not later than ten days after the occurrence. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.
3. Involuntary absence not heretofore provided for may be excused by the superintendent. The employee shall make application to the superintendent immediately for excuse for such absence, and deductions in salary shall be made unless such deductions are specifically waived by the superintendent.

H. SABBATICALS

1. For the purposes of this section, a sabbatical is defined as leave for an extended professional purpose.
2. Upon recommendation of the superintendent, sabbatical leaves may be granted subject to the following conditions:
 - a. No more than two (2) members of the teaching staff will be absent in sabbatical leave at one time.
 - b. Requests for sabbatical leave will be presented informally to the superintendent by January 1, preceding the school year in which the sabbatical leave will be taken. Official leave requests for such leave will be submitted in writing by April 1 of the school year preceding the school year for which the sabbatical leave is requested.

- c. The teacher has at least seven (7) consecutive full school years of service in the district.
3. After the completion of the leave of absence, an employee will return to the same or comparable position.

SICK LEAVE

A. ENTITLEMENT TO SICK LEAVE

1. The District will allow **one(1) day** per month of service. Initial employees will receive 1 day per month to be converted to hrs. after initial year.
2. Sick leave is to be used for personal illness or the illness of an immediate family member – parent, child and/or spouse. Exceptions to immediate family must have the approval of the Superintendent.
3. No compensation will be provided for unused sick time.

B. ACCRUAL OF SICK LEAVE

1. Sick leave not used during the current or previous years may be accumulated (from 1976, where applicable) the maximum amount of sick leave currently accumulated and to which any specific employee has at the conclusion of the end of the 2010-2011 school year, plus those hours to which such employee will earn during the 2011-2012 school year, so long as the employee remains continually employed.
2. To the extent allowed by applicable Idaho law, rule or regulation, sick leave can be utilized to determine the amount to be credited to a retiring employee's retirement account to pay for medical and life insurance premiums.

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