

Accrual Tables

For state personal and local sick leave accrual tables, see DEC(EXHIBIT), Exhibit A.

Reporting Absences

When an employee must be absent from work, it is the responsibility of the employee to notify the principal and/or immediate supervisor, if possible, the day before the absence. In any event, the employee should notify the principal and/or immediate supervisor no later than 5:30 a.m. on the day of the absence. Where substitutes are required, the employee should notify the principal and/or immediate supervisor by 3:00 p.m. (1:30 p.m. for Food and Nutrition Services personnel) each day the employee is absent as to whether or not he or she will be on duty the following day. If the employee is able to return to duty but fails to notify the principal and/or immediate supervisor in a timely manner, and the substitute is retained, the employee will be charged a day of leave or docked.

In addition to notifying the principal and/or immediate supervisor, the employee must call the absence in to the TEAMS system and provide a job number to the supervisor.

An employee may be excused from duty by the principal and/or immediate supervisor for as much as one hour for an emergency or temporary illness. Any absences over one hour must be reported by the principal or immediate supervisor on the payroll sign-in roster.

A doctor's certificate must be provided by the employee after a leave of absence due to illness and/or after surgery or a serious accident. All absences due to accidents and serious or long-term illness of employees must be reported to the human resources department.

Principals must request all substitutes through the TEAMS system. The principals must also release, retain, and report transfer of substitutes within the building daily.

Prolonged Absences

Employees absent on family and medical leave for reasons other than an on-the-job injury (OJI) will receive pay for the number of days of absence that are covered by days of accumulated personal leave, sick leave, and compensatory time. If such an employee is unable to return to work after exhausting all available paid leave and Family and Medical Leave Act (FMLA) leave, he or she may request a temporary disability leave, if applicable, or an unpaid additional leave of absence for reason of personal illness or injury.

Recipients of workers' compensation wage benefits may elect to use accumulated leave in accordance with CRE(LEGAL) and DEC(LOCAL). If such an employee is unable to return to work after

exhausting FMLA leave, assault leave (if applicable), and any accumulated paid leave that the employee voluntarily has elected to use, he or she may request unpaid additional leave of absence for reason of personal illness or injury.

If the additional leave is granted, the employee will be paid any remaining earned salary and placed on inactive payroll status. The employee will have no vested right to any particular assignment of duties and cannot expect to be returned to the same position he or she held prior to the absence, unless the employee is covered by paid personal leave, sick leave, and/or compensatory time for the entire leave.

When a qualified individual employee with a disability is returning to work from an approved leave of absence to fill an available position, the District administration will work with the employee to consider reasonable accommodation, if needed, that would not cause an undue hardship to the District so that the employee can perform the essential functions of the job. The District's ADA/Section 504 coordinator (compliance officer) may be involved in this process. [See DAA regarding qualified individuals with a disability, reasonable accommodation, undue hardship, direct threat to health or safety of others, and the like]

Absence for School-Related Trips

At least 21 working days in advance of an anticipated professional or school business-related trip, a trip request must be submitted by an employee who plans to be absent from duty, with or without loss of pay.

The trip request form may be secured from the office of the principal or department head and must be approved by the principal or department head responsible for approving the funding and the office of the Superintendent for assistant superintendents or executive directors reporting directly to the Superintendent before the absence occurs.

In addition to the approval of the principal or department head, the following approvals must be obtained:

1. For principals and assistant principals—approval of the appropriate assistant superintendent for school supervision and instruction.
2. For coaches of athletics—approval of the director for athletics.
3. For instrumental and vocal music instructors—approval of the director for fine arts.

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4. For special education personnel—approval of the assistant superintendent for special populations, state and federally funded programs.
5. For vocational education personnel—approval of the assistant superintendent for high schools supervision and instruction.

Absence for Jury Duty

An employee who is absent for jury duty reasons and who is released from jury duty or placed on standby before noon should return to work regardless of whether a substitute has already been employed. An employee who is released or placed on standby after noon should not return to work that day.

Upon the employee's final release from jury duty, he or she must provide to the principal and/or department head appropriate documentation certifying the time served.

Catastrophic Sick Leave Bank

Contributions to the bank will be made between September 1 and October 1 of each school year.

Enrollment Period

If the number of days in the bank on August 31 exceeds 500 days, no additional contributions will be required of a returning contributor. An employee joining the bank for the first time and an employee returning from leave who has been granted days from the bank will be given the opportunity to contribute to the bank.

Administration of Catastrophic Sick Leave Bank

All requests for consideration of paid days from the bank will be submitted to the chief human capital management officer for human resources or designee for review and approval.

All applications will be reviewed within ten working days of the receipt of the application and a timely response will be provided to the employee.

Loss of Benefit

A participating employee receiving catastrophic sick leave bank benefits will lose the right to the benefits of the bank by:

1. Termination of employment with the District;
2. Suspension without pay (no sick leave benefits during the period of suspension);
3. Being on approved leave of absence other than personal illness;
4. Failure to apply for disability or medical retirement when a physician has determined that the employee will not likely return to work and will qualify for disability retirement;
5. Failure to report immediately any job held for which the contributor receives remuneration during the period he or she is on leave days granted from the sick leave bank; or

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6. Any abuse or misuse of the rules of the catastrophic sick leave bank as determined by this policy. The employee may be required to reimburse the District for incurred costs.

Number of Days
Granted

An employee who is eligible to draw from the bank will receive no more than 30 days per request. If necessary, a contributor may re-apply for up to an additional 30 days. Leave from the bank may not be used from one school year to the next if the employee does not work year round. Employees must re-apply at the beginning of the new school year.

If the bank does not have sufficient days to fund a withdrawal request, the District is under no obligation to provide additional days.

Medical Review

A participating employee who receives days from the bank must furnish all requested medical information deemed necessary to determine the employee's eligibility to receive days from the bank. Upon request, the employee will execute an authorization for the release of medical information. The District will be entitled to obtain an independent medical evaluation at the employee's expense.

Collateral Benefits

Any leave days given to a contributor will be coordinated with any collateral benefits from an alternative source (such as disability income insurance, workers' compensation income benefits, and the like), being received by the contributor, so that the sum of the amount of collateral benefits and the amount of sick leave benefits received by the contributor does not exceed the contributor's pre-illness or pre-injury rate of pay.

Cancellation of Sick
Leave Bank

In the event the catastrophic sick leave bank is canceled, it will continue to function until all donated days have been exhausted.

**Employee
Emergency Leave
Donation Pool**

The Employee Emergency Leave Donation Pool is a benefit to assist employees in dealing with catastrophic illness **OR INJURY** of the employee or the spouse, parent, or child of the employee, that requires them to exhaust all paid leave, as well as any compensatory time, nonduty days, and district catastrophic event paid administrative leave. The pool allows employees (contributors) to transfer accumulated local leave hours to another specified District employee (receiver).

1. Funding: Donated hours are solely voluntary, and irrevocable. The contributor must submit a "Request for Donation of Leave Hours" form to Employee Benefits specifying the employee's (receiver) name and amount of donated leave hours. If approved, the donated hours will be transferred from the contributor's accumulated local leave balance to that of the receiver's under a designated category.

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2. The receiver is required to use all paid leave, as well as any applicable compensatory time, nonduty days, and district catastrophic event paid administrative leave (if applicable) prior to using the donated hours.
3. Each receiving employee shall have a request for donation of local leave hours considered in accordance with DEC(LOCAL) and the following provisions:
 - a. Only absences due to catastrophic illness or injury of the employee or the spouse, parent, or child of the employee are eligible.
 - b. Must have completed at least one year of employment with the District and be eligible for benefits.
 - c. Medical certification by a health care provider as defined by the Family and Medical Leave Act must be submitted to determine eligibility to receive the donated leave. Upon request, the employee or qualifying family member shall execute an authorization for the release of medical information.
4. Donated hours shall be coordinated with any collateral benefits being received by the receiving employee so that sums of the amounts of collateral benefits and the amount of donated hours received do not exceed the employee's pre-illness or pre-injury rate of pay.

This plan is only available to employees once per year. The 12-month period shall be measured backward from the date an employee is approved.

Donated hours received by an employee shall not exceed 240 **HOURS** or 30 days per school year at receiver's rate of pay. Donated hours are solely voluntary, and contributor must sign the Employee Emergency Leave Donation Form.

Participants lose the right to use the donated hours upon termination of employment with the District, during a period of suspension without pay, or due to abuse or misuse of the rules governing the plan. The employee may be required to reimburse the District for incurred costs.

Employees who wish to appeal the decision of the sick leave administrator must follow the employee grievance process outlined in policy DGBA.