



Book	Policy Manual
Section	G - Personnel
Title	Staff Leaves and Absences Regulations
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CODE - GCC-R

CERTIFIED AND CLASSIFIED STAFF LEAVES AND ABSENCES REGULATIONS

SHORT-TERM LEAVES

All short-term leaves of absence from work must be approved by the administrator/supervisor five (5) days prior to the occurrence of the absence except in verified cases of emergencies or sick leave. Unexcused absences or "leave without pay" for any certified or classified employee shall result in a reduction of a day's pay from his/her salary for each day missed and such other action as the administration deem appropriate. For the purposes of this policy, a day's pay shall be calculated by dividing the employee's total contract or days required to work amount by the total number of contract or working days.

For purposes of these regulations, immediate family shall be defined as a spouse, child, parent, grandparent or related family of the employee or spouse/partner. The term "child" shall mean a son or daughter, which is either a biological, adopted, foster child, step-child, legal ward, or a child of a person standing in loco parentis, who is under eighteen (18) years of age or who is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

Paid Time Off

Paid time off is defined and approved annually in the compensation package as determined by the Board of Trustees.

Paid time off may be used to address health concerns of the employee and members of the immediate family. An employee may use paid time off days for the current fiscal year or in their employee paid time off account only. Any

employee out on paid time off for more than three (3) days may be required to obtain and present a doctor's note to their supervisor on the fourth day of paid time off and present a return to work letter from their doctor when they return to work.

Upon termination and/or dismissal of employment with the School District, all paid time off shall be administered according to Policy GCBD, GCC, and GCQEA. Any termination or non-renewal of contract for cause shall nullify this benefit.

Sick Leave Bank

Employees may choose to voluntarily participate in the Sick Leave Bank. Only employees choosing to participate in the Sick Leave Bank program shall be eligible to draw days from the Bank.

Eligibility to draw sick leave days from the Bank shall be based on the following stipulations:

-- By October 1 or within sixty (60) days following employment, the employee must contribute the equivalent of two (2) employee days into the Sick Leave Bank to be drawn on by employees experiencing a severe need. As determined by the superintendent, see GCC-E1 – Guidelines and Membership Form.

-- Employee must fill out the appropriate form to be considered for approval by the superintendent. See GCC-E2 Sick Leave Bank Request Form.

-- Bank days may not be drawn until the employee has utilized all days available to the employee, i.e., paid time off. The employee must use one (1) dock day before any bank days may be used.

-- Bank days are available for sickness in the immediate family.

-- Bank days may not be used for maternity/paternity purposes unless the absence is due to necessary medical treatment for complications of the mother or child.

-- Employees participating in the Sick Leave Bank may be eligible to draw up to a maximum of thirty (30) sick days from the Bank upon each application based upon the severity of need and availability of days in the Sick Leave Bank.

At the end of each fiscal year, unused days in the Sick Leave Bank shall be carried over to the next fiscal year.

Family and Medical Leave

Pursuant to the provisions of the Family and Medical Leave Act, the District provides family and medical leave to employees in accordance with board policy GCCAB.

Bereavement

Leaves of absence for bereavement of immediate family may be granted to employees with Superintendent approval. Employees may be absent from work a maximum of five (5) days with full pay due to the death of a member of the family. Paid time off may be used for bereavement purposes for other family members.

Paid Time Off

The employee's administrator/supervisor shall approve paid time off. Paid time off shall not be approved during the first and last two weeks of school, during parent/teacher conferences, during in-service days, and before or after a designated school holiday. Paid time off may be used to address personal issues that must be handled during the work week; paid time off are not vacation days. Exceptions may be granted on a case-by-case basis with prior approval from the Superintendent.

All requests for leave should be submitted no less than five (5) days prior to leave to the building administrator. The approval of paid time off is dependent upon the administrator's ability to provide qualified substitutes; if no substitute can be found, the paid time off may be denied. All paid time off shall be granted in units of full or half days.

Part-time employees working half time or more may be eligible for paid time off days based upon their full time equivalency. At the end of the fiscal year, any paid time off days not used by an employee shall roll over into the next fiscal year.

Jury Duty/Subpoena Leave

Absences for jury duty are allowed with full salary, less jury pay, for the number of days mandated to perform such obligation. District employees may not receive compensation from the District and for jury duty at the same time. Should an employee wish to accept District pay while serving jury duty, compensation received by the employee for jury duty performed on contract days must be endorsed and signed over to the District through the business office. An employee who is dismissed from jury duty prior to 12:00 noon must report back to his/her assignment.

Subpoena – Absences with full pay shall be granted for an employee who is subpoenaed to testify in an official proceeding except as provided below:

If the proceeding involves the employee as a person being grieved against or being the griever for a non-District issue, leave shall be considered as being either personal leave or leave without pay (divorce, criminal, IRS, etc.)

Any compensation received by the employee for subpoena purposes shall be endorsed and signed over to the District through the business office if the employee is paid by the District.

Military Leave

Requests for leave for annual Reserve duty, drill training, or initial training of reservists must be submitted on an individual basis through the immediate supervisor to the superintendent or designee. All military leaves shall be processed in accordance with Board Policy GCCAD and Federal statutes.

Association Leave

The Board of Trustees of the School District may allow certified staff to attend certain education association approved professional meetings during the school year without dock or loss of pay, provided the Wyoming Education Association reimburses the School District for the cost of the substitute. This approval shall apply to meetings of the Wyoming Education Association Board of Directors, the Wyoming Education Association Delegate Assembly, and professional negotiations meetings or workshops. Special meetings that are recommended by the education association and approved by the administration may be considered for inclusion under this policy. The education association must reimburse the School District for the costs of substitute teachers as may be incurred by the School District for certified staff on leave to attend the meetings. Up to a maximum of ten (10) days of leave per person involved may be allowed under this policy for Association meetings.

Professional Development and Conference Leave

The Board of Trustees values all employees and their desire to further their education as it relates to improvement of the School District. All professional development and conference leaves must be approved by building principal/supervisor. See Form DLC-E-1.

Employees may provide consulting services outside the School District for up to five (5) days. School District employees may not receive compensation from the School District and consulting services at the same time. Should an employee wish to accept School District pay while consulting, compensation received by the employee for consulting services performed on contract days must be endorsed and signed over to the School District through the business office. Should an employee wish to accept consulting fees for such services rendered during contract days, the employee shall receive a dock day as calculated on per diem basis through the business office.

Dock Days

Dock days are unpaid leave. Dock days may be necessary due to emergencies or unforeseen circumstances. All dock day use must have approval from the building administrator and Superintendent. In unforeseen travel conditions, such as road closures and flight cancellations, the Superintendent may waive assessing a dock day and assess other leave available, provided there is appropriate documentation of the circumstance.

LONG TERM LEAVE

After seven (7) consecutive years of teaching or other professional assignment of the School District, in accordance with Wyoming Retirement FTE calculations, a certified employee may be granted up to one (1) year's leave of absence without pay for continuing education or professional development, as the Board of Trustees deems appropriate. The Board of Trustees shall have sole and absolute discretion as to whether it grants or denies such a request. Requests for leaves of absence for continuing education or professional development shall outline the purpose of the leave and must be made in writing to the Superintendent prior to February 1. Under special circumstances, a later request may be made and considered as deemed appropriate by the Superintendent. Once the Board of Trustees approves the leave, the employee may not rescind the leave request. However, the Board of Trustees reserves the sole right in its absolute discretion to

rescind a leave once granted, if a highly qualified and trained individual cannot be found for the employee requesting leave. Every reasonable accommodation shall be made to find a highly qualified and trained individual.

The employee on a one-year approved leave for continuing education or professional development shall be granted a position upon returning to the District. Every reasonable effort shall be made to return the employee to the original or comparable position, though the original position is not guaranteed. The School District shall notify the employee of the position he/she shall be offered on or before April 15th. The employee on approved leave must notify the School District, in writing, by February 1st of his/her intention to return to the School District. See Form GCC-E-6 Leave of Absence Form.

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