

<b>Support Personnel Leave</b>	<b>D.47</b>
<i>Revised: February 2022</i>	

In order to comply, each support employee must:

Call their principal or immediate supervisor prior to 7:00 a.m. when absent from work.

Make available to the employer a doctor's statement when leave exceeds three (3) consecutive days, if requested.

Sick Leave

Sick leave days shall be vested for support employees at the beginning of the school year, but earned at the rate of one (1) day per month of employment (for 5 days a week) not to exceed the number of hours per day for which they are regularly employed cumulative to a total of ninety (90) days. Employees on 12 month contracts but work less than 5 days a week will have their leave prorated. (Example: 148 days contracts will received 6.25 days of sick leave)

Sick leave is charged for absence due to personal accidental injury, illness, pregnancy, and accidental injury or illness in the 1st and 2nd degree of relationship. Unused sick leave shall be cumulative from year to year provided the maximum sick leave shall be reduced by one day for every day that the employee is absent for reasons covered by the sick leave policy. Maximum sick leave credit at all times shall not exceed ninety (90) days.

After an employee has exhausted the benefits as set out above, said employee can request to be placed on medical leave of absence without pay for a period not to exceed one (1) year from the date of the beginning of the absence. An employee returning to full employment with the Hilldale School District following a leave of absence under terms of these provisions shall be reinstated as an employee of the district following release from their doctor.

Each support person will be provided an accounting of his/her accumulated sick leave at the beginning of the school year.

At the end of each school year, each support employee shall be given an option of being paid a bonus at the rate of \$14.00 for each unused day of sick leave credited that year over the set amount that may be accumulated, or accumulate all unused sick leave for retirement purposes. TRS counts 120 days to one year of service at retirement.

At termination of employment or retirement, support employee will be paid \$20.00 for all sick days.

Sick Leave – Extended Benefits

Extended Benefits: At the end of each school year, each support employee shall be paid a bonus for unused days of sick leave credited that year and over the set amount that may be accumulated.

Family and Medical Leave

The Hilldale Board of Education agrees to comply with the terms and conditions of the Family and Medical Leave Act of 1993.

## Bereavement Leave

Each support employee will be provided up to three (3) days' absence without loss of pay for each death in the family of first or second-degree relationship by affinity or consanguinity.

Employees will be allowed one day for funeral without loss of pay for deaths of family members beyond first or second-degree relationship by affinity or consanguinity. These leaves are not cumulative.

First degree is defined as consisting of wife, husband, daughter, son, stepson, stepdaughter, mother, father, brother, sister, stepmother, or stepfather.

Second degree is defined as consisting of mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, or granddaughter.

Third degree is defined, as any others not listed above.

## Personal Business Leave

All support personnel employed on a contract of nine (9) or more months will be allowed three (3) days' paid personal business leave per year. These days will not be chargeable to sick leave and will be non-cumulative. If at the end of a year of service personal days remain, they will be rolled to sick leave. Personal business leave includes the following:

- A personal disaster (such as a house fire).
- A non-injury accident.
- A mandatory court appearance under service of process.
- Death or serious illness of relative or friend not covered by sick leave.
- Unusual and unforeseen circumstances within the 1st and 2nd degree of relationship.
- Legal or financial business, which cannot be transacted at any other time.
- Hazardous road conditions, which make it impossible to report to work.

These and any other reasons given will be subject to building level administrative approval of leave.

Except in emergency situations, personal business leave may not be utilized during the following times:

- The first or last five (5) working days of the school year.
- The day before or after a Hilldale School holiday or vacation period.