



Long Valley Charter School

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Employee Leave Policy

Approved by: Board of Directors

Date: 10/10/2001

Number: 1004

Purpose: To provide detailed leave policy to address all types of leave.

Definition: Employee Leave Policy is a set of rules, procedures and guidelines established in accordance with applicable federal, state and local laws, which govern the process, timeframes and reporting procedures for time taken off work.

Procedures:

A. Personal Illness and Injury Leave

1. Full-time employees shall be entitled to ten days leave with full pay for each school year for purposes of personal illness or injury. Employees who work less than full time shall be entitled to that portion of the ten days leave as the number of hours per week of scheduled duty relates to the number of hours for a full-time employee in a comparable position.

2. Sick leave may also be used for the following purpose:

- a. Appearance in court as an interested party or under subpoena.
- b. Death of an immediate family member.
- c. An emergency caused by an accident or illness that requires the employee to be absent from work.

3. Unused sick leave shall accrue from year to year if the employee returns the following year. Sick leave is granted for only the reasons listed above and will not be paid out if not utilized, if the employee is terminated, or if the employee does not return the following year for whatever reason.

4. All employees shall inform the Director of an anticipated absence as soon as possible, and such leave (other than for unexpected circumstances) must be pre-approved by the Director. The Director may require an employee to verify the claimed reason for absence.

5. Employees must notify the school secretary as early as possible in the event of illness or injury absence so that a competent substitute may be located.

6. Routine medical/dental/vision examinations shall not be scheduled on in-service days.

7. The School shall develop a procedure where sick leave may be donated within the class of employees to fellow employees in unusual long term circumstances.

B. Personal Leave

Upon written request and approval by the Director, any employee may take up to two (2) days of leave each year that will be known as personal leave. This leave will be for any that the employee feels necessary to be absent from work. This leave will not be deducted from sick leave and will not accrue from year to year and will not be paid out if not used.

C. Jury Duty

Upon notification by a court to report for jury duty, the employee shall immediately request jury duty during non-school months. In the event this requests is not granted, time off with no loss of salary limited to two weeks (2) will be provided for jury duty required to be served during the school year. Any employee, when advised of his/her notification of jury duty, must immediately inform the Director. Salary will be paid as usual, and check for juror fees is to be signed over to the school.

D. Professional Development

Full-time employees are entitles to the equivalent of one paid during the school year for training purposes. The Director must approve such training in advance.

E. Family and Medical Leave

Employees who have been continuously employed at least months are eligible by law for unpaid Family and Medical Leave. Leaves may be granted for up to twelve weeks in a one year period (July 1-June 30). To the extent paid leave would otherwise be available for such purposes, an employee may elect or the school may require substitution of any earned or accrued paid leave for all or part of any Family and Medical Leave granted.

Family and Medical leave is permitted for the following reasons.

To care for the employee's newborn child, or a child placed with the employee for adoption or foster care.

To care for an employee's spouse, child, parent, grand child or grandparent who was a serious health condition.

Family and Medical Leave does not constitute a break in service for the purposes of longevity, seniority, and/or sick leave. The employee and dependent benefit coverage may continue during the Family and Medical Leave by the premiums must be paid by the employee.

Regardless of the provisions contained herein, the school shall not be required to provide Family and Medical Leave unless under the particular circumstances wither the State Family Care and Medical Leave laws or the Federal Family and Medical Leave law requires that such leave be granted and then only to that extent. It is the School's intent to comply with mandatory provisions of these laws but not to provide may benefit or leave beyond such provisions.

F. Industrial Accident and Illness Leave

1. Allowable leave for any single accident or illness shall be for not less than sixty days in any one fiscal year for classified employees. For certificated employees, is not to provide any benefit or leave beyond such provisions.
2. Allowable leave shall not accumulate from year to year.
3. Industrial accident or illness leave shall start on the first day of absence.
4. An employee on allowable leave for industrial accident or illness shall be paid such portion of the salary due for any month in which the accident occurs as, when added to the temporary disability indemnity, will result in a payment to the employee of not more than his/her full salary.
5. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence, regardless of a compensation award made under workers' compensation.
6. When an individual accident or illness overlaps into the next fiscal year, the employee is entitled to only the amount of unused leave due the employee for the same illness or injury. On expiration of allowable leave for an industrial accident or illness leave the employee may use personal illness and injury leave as provided in this policy. If the employee continues to receive temporary disability indemnity, will result in a payment to the employee of not more than the employee's full salary.
7. When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of his/her position, the employee shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months. When available, during the 39 months period, the employee's previous assignment.

During any paid leave of absence, the employee shall endorse to the district, the temporary disability indemnity checks received on account of his/her industrial accident or illness. In those cases, the district will issue deduct normal retirement and other authorized contributions.

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Adopted: 10-10-01

Revised: