

BANDON SCHOOL DISTRICT #54

Code: GCBD/GDBD-AR
Adopted: 10-11-04

LEAVES AND ABSENCES

Sick Leave

Each day a staff member is ill or using approved Family Medical Leave, he/she shall phone his/her department secretary and report before the start of the workday. The department secretary shall follow appropriate department procedures for notifying the district. Personnel needing substitutes should contact the staff member assigned this duty. EMPLOYEES ARE NOT AUTHORIZED TO CALL THEIR OWN SUBSTITUTES.

For partial day absences, the employee should notify his/her department secretary prior to the absence.

Salary adjustments will be made when an employee has over-extended leave.

Absence due to illness:

After an absence of five days or more, the employee may be required by the superintendent to bring a written recommendation from his/her doctor regarding return to work or continued absence.

Planned Absenteeism:

An employee must obtain a pre-authorized leave request form and submit the completed form to the building principal or supervisor for approval. The approval of vacation requests should normally be secured at least two weeks in advance. All other planned absenteeism is to have the prior approval of the building principal or supervisor. Final approval of the superintendent is required.

Emergency Leave

Emergency leave shall be according to the negotiated contracts and must be approved in advance except for sudden emergencies.

Personal Leave

Personal leave shall be according to the negotiated contracts and must be approved in advance except for emergencies.

The purpose for personal leave is to allow employees time to conduct business and other activities that cannot be taken care of after work hours or during days when not working. Personal leave is not to be utilized for leisure activities or recreational access. Vacation and holidays are for this purpose.

If a reason for requesting the day is of such a personal nature that the employee does not wish to comment on it, approval will be granted trusting to the discretion of the employee.

(continued)

LEAVES AND ABSENCES-GCBD/GDBD-AR
(cont'd.)

OTHER LEAVES

Educational Leave

In addition to vacation, military or sick leave allowance, regular employees may be allowed, upon approval of the Board, to be absent from duty without pay for a period not to exceed one year. Applications for leave of absence for travel, study or other educational purposes may be granted if approved by the superintendent and the Board.

Applications must be submitted at least seven (7) business days prior to the regular scheduled Board meeting at which the request is to be considered, but not later than March 1. Applications will be considered beyond March 1 deadline for unforeseeable circumstances, i.e., scholarships, grants, etc. Ease of replacement will be a factor when considering applications.

The Board will consider the following in approval/disapproval of leave of absence requests.

1. Needs of the District.
2. Reason for the requested leave. The willingness of the Board to grant such leaves is based on the belief that certain experiences enhance the educator's potential contribution to the education of students. These include, but are not limited to:
 - a. Education leading to additional degrees, certification, or endorsements.
 - b. Other experiences which have obvious and direct affect on the educator's ability to teach his or her assigned subjects.
3. The leave is not to be used for other employment.

The educator may, at his or her own expense, maintain the District's medical and dental benefits during the leave.

Intent to Return

The educator must notify the Board in writing by March 1 of the school year prior to the school year of expected return as to his or her intention to return to the District. This is the responsibility of the educator.

Reinstatement from Leave of Absence

An employee granted a leave of absence may return to employment at the expiration of his/her leave to a position assigned by the superintendent and Board.

Jury Duty and Court Appearance

Full-time employees granted a leave of absence with pay and receiving remuneration for appearance before a court, jury duty, legislative committee or other judicial or quasi-judicial bodies as a witness in response to a subpoena or other direction by proper authorities shall give the payment to Bandon School District #54 and the employees salary will not be reduced. Mileage payments for travel are excluded from this procedure.

Misuse of Leave

Any misuse of sick leave, special leave or any other provisions for absence from the assigned duties through intentional fraud, deceit or falsified statements shall be considered gross negligence and the employee shall be subject to disciplinary action up to and including dismissal.

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BANDON SCHOOL DISTRICT #54
LEAVE
PRE-AUTHORIZATION REQUEST

Employee Name _____

Type of Request (check one)

Vacation Emergency Personal (**)

Bereavement

Union Business

Comp Time Taken

Other: Explain: _____

Comp Time Earned: Explain: _____

Leave Date (s) _____ Hours – From: _____ To: _____

** I understand Personal Leave is for business activities that require attendance or attention during the business day. It may not be utilized for leisure, recreation or for extending holidays or vacation as per Policy G CBD/G CBD-AR.

Employee's Signature

Building Principal/Supervisor's Signature

Date

Date

When completed, give this form to your supervisor. When approval has been given, you will receive a copy by return mail for your records.