

## EMPLOYEES

### Series 400

Policy Title Licensed-Employee Personal Illness Leaves of Absence Code No. 409.02

~~Licensed employees will be granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the licensed employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee will report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year.~~

~~Sick leave may be accumulated up to a maximum of 135 days for licensed employees.~~

~~Should the personal illness occur after or extend beyond the sick leave accumulated allowance, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.~~

The board will offer the following leave to full-time regular licensed employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability, injury or illness of employee
- Child/Elder Illness Leave – Leave for illness requiring home or medical care of sick member of employee's immediate family as defined.
- Bereavement/Serious Family Illness – Leave to mourn the death of a family member with relationship as defined or for the serious illness requiring overnight hospitalization of family member as defined.
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day as defined.
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Professional Leave – Leave for educational meetings as defined and approved by Superintendent
- Emergency Leave – Emergency Only Leave as defined and approved by Superintendent

The board will offer the following leave to full-time regular classified employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability, injury or illness of employee
- Child/Elder Illness Leave – Leave for illness requiring home or medical care of sick member of employee's immediate family as defined.
- Bereavement/Serious Family Illness – Leave to mourn the death of a family member with relationship as defined or for the serious illness requiring overnight hospitalization of family member as defined.
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day as defined.
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Vacation Leave – Leave granted to only the staff as defined in their contract or handbook. All employees who are employed for less than twelve months shall not receive a paid vacation unless so stated in their contract.

The provisions of each leave offering will be detailed in the Master Contract, Classified Employee Benefits Handbook, and/or the Licensed Staff Handbook. All leave will be pro-rated based on FTE.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with the board policy regarding family and medical leave.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the personal illness leave of such employees will be followed.~~

**Legal Reference:**

~~Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).~~

~~29 U.S.C. §§ 2601 *et.seq.* (2012).~~

~~29 C.F.R. Pt. 825 826 (2012).~~

~~Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40 (2013).~~

~~1980 Op. Att'y Gen. 605.~~

~~1972 Op. Att'y Gen. 177, 353.~~

~~1952 Op. Att'y Gen. 91.~~

~~Pub.L. 116-127~~

~~29 C.F.R. §§ 825; 826.~~

~~Iowa Code §§ 20; 29A; 55; 85; 216; 279.40; 607A.~~

~~Bewley v. Villisca Community School District, 299 N.W. 2d 904 (Iowa 1980).~~

**Cross Reference:**

403.02 Employee Injury on the Job

409.03 Licensed Employee Family and Medical Leave

409.08 Licensed Employee Unpaid Leave

~~Date of Adoption: \_\_\_\_\_ May 13, 2014 (Revised)~~

~~**Approved:** May 13, 2014     **Reviewed:** February 15, 2021     **Revised:** February 15, 2021~~

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