

## EMPLOYEES

### Series 400

Policy Title Employee Leaves of Absence

Code No. 409.02  
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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.

**Legal Reference:**

Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).  
29 U.S.C. §§ 2601 *et.seq.*  
29 C.F.R. Pt. 826  
Pub.L. 116-127

**Cross Reference:**

403.02 Employee Injury on the Job  
409.03 Licensed Employee Family and Medical Leave  
409.08 Licensed Employee Unpaid Leave

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