

### Leaves and Absences

All absences, leaves and vacations for teachers and administrators shall be as contained in the current negotiated agreement and in Section III of this policy.

Professional non-certificated employees shall be covered by the following leave policies:

I. Sick Leave

- A. Twelve (12) days of sick leave will be granted to 9- and 10-month professional non-certificated employees that work full time.
- B. Thirteen (13) days of sick leave will be granted to 11-month professional non-certificated employees that work full time.
- C. Fourteen (14) days will be granted to 12-month professional non-certificated employees that work full time.
- D. Part-time professional non-certificated employees will receive sick leave days commensurate to the percentage of their contracts.
- E. Unused sick leave shall be cumulative indefinitely.
- F. Compensation for unused sick leave will be granted to all professional support staff who have worked for the district 10 or more years who leave the district due to retirement, resignation, reduction in force, or death. The payment for those who notify the Human Resources office in writing by 4:00 p.m. prior to March 1 will be \$25 per day of remaining sick leave, not to exceed \$4,000. Individuals who notify the Human Resources office March 1 or later receive \$25 per day of remaining sick leave, not to exceed \$3,500.

II. Vacation Leave Time - 12 Month Employees

- A. Vacation leave time will be granted in accord with years of service as follows:

Years	Leave
0 through 6	1.50 days per month
7 through 10	1.75 days per month
11 through 17	2.00 days per month
18 or more	2.25 days per month

- B. Vacation leave will be given to 12-month professional non-certificated employees for time off from their jobs. They will be required to take at least 10 days' vacation leave per year. Five of the ten days must be consecutive days.
- C. Leave will be granted only at such times as will least interfere with efficient operation of the schools. Supervisory permission as to time will be required.
- D. Professional non-certificated employees will be allowed to take only vacation leave which has been earned.
- E. For professional non-certificated employees unused leave will be carried forward from one year to the next, not to exceed 20 days cumulative leave.
- F. The leave year shall be from January 1 through December 31 each year.
- G. Vacation leave must be requested and approved before leave is taken. Leave must be recorded on AESOP.
- H. New employees with less than a year's service will be granted annual leave directly proportional to the number of months employed.

### III. Absence From Work

Absence for the employee's own illness, disability or a death in the employee's immediate family, or in the immediate family of an employee's spouse shall be charged against his/her cumulative sick leave. "Immediate family" shall be interpreted to include spouse, son, daughter, father, mother, brother, sister, grandparents, grandchildren, daughter-in-law, and son-in-law, aunts or uncles of the employee and employee's spouse or any relative residing with the immediate family of the employee. The employee may, upon specific approval of the Superintendent, be absent for the purpose of attending the funeral of a close family friend. Time used in this manner will be deducted from accumulated sick leave.

When any member of the immediate family as defined above, is seriously ill, undergoing surgery, or involved in a critical accident, the employee may use sick leave to be with that person.

The employee may find it necessary to be absent from work for such things as dental surgery, broken fillings, repair or replacement of glasses which qualify him/her for sick leave.

**IV. Personal Leave**

Professional non-certificated employees who work less than 12 months shall receive three (3) days of personal leave per year. The maximum accumulation shall be five (5) days. The leave year shall be from January 1 through December 31 each year.

**V. Emergency Leave****A. Definition**

Emergency leave is defined as an absence for an emergency other than personal illness or death in the family.

Emergency leave can be used in the event of a threat of a loss or damage to personal property or personal safety. Emergency leave will not be granted for attending an event for a family member, moving into/out of a home or apartment, making arrangements with a financial institution, attending a sporting event of any kind, or when an employee is unable to reach his/her place of work due to weather related travel problems.

B. Each professional non-certificated employee working half-time or more may be granted up to three (3) days of emergency leave per year at the discretion of the superintendent or designee.

C. The three (3) days of emergency leave would be deducted from the employee's sick leave.

**VI. Leave of Absence**

A one-year leave of absence without pay may be granted to professional non-certificated employees with the assurance of a position with the Bismarck Public School District the following year under the following conditions:

A. A written request must be submitted to the Superintendent or designee by March 15 of the school year preceding the requested leave of absence. In the event of extenuating circumstances, the Superintendent may waive the deadline date.

B. Experience will not accrue during the time of such leave but said employee will retain all previous years of experience credited under the provisions of this agreement.

C. Anyone granted a leave of absence must notify the district office in person or provide written notice by certified mail to the school district of his/her intention to return or he/she is considered to have tendered his/her resignation. The

notification must be received by the Human Resources Office prior to March 15 of the year of the leave.

VII. Short-Term Leave Without Pay (One Year or Less)

A short-term leave of absence for one year or less may be granted without pay by the Superintendent or designee upon submission and subsequent approval of a written request by the non-certificated professional employee to the immediate supervisor.

VIII. Holidays – 10 Paid Days

Twelve month employees will receive the following holidays: New Years Day, Martin Luther King Day, President’s Day, Good Friday, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day.

When a holiday falls on Saturday, offices will close on the Friday before. When the holiday falls on a Sunday, offices will close on the following Monday.

All offices will close at noon on December 24 when Christmas Eve falls on a Monday, Tuesday, Wednesday, or Thursday.

Support personnel shall be covered by the following leave policies:

I. Sick Leave

- A. One day of sick leave will be granted for each month during which the support person works full time.
- B. Part-time support personnel who work at least half-time will receive sick leave days commensurate to the percentage of their normal work schedule.
- C. Unused sick leave shall be cumulative indefinitely.
- D. Compensation for unused sick leave will be granted to all eligible support staff who have worked for the district for 10 or more years who leave the district due to retirement, resignation, reduction in force, or death. The payment will be based on \$20.00 per day for each day of unused sick leave not to exceed \$3,000.

II. Vacation Leave Time – 12 Month Employees

A. Vacation leave time will be granted in accord with years of service as follows:

Years	Leave
0 through 6	1.50 days per month

7 through 10	1.75 days per month
11 through 17	2.00 days per month
18 or more	2.25 days per month

- B. Leave will be granted only at such times as will least interfere with efficient operation of the schools. Supervisory permission as to time of leave will be required.
- C. Employees will be allowed to take only vacation leave which has been earned.
- D. Unused leave will be carried forward from one year to the next, not to exceed 20 days cumulative leave.
- E. The leave year shall be from January 1 through December 31 each year.
- F. A leave card will be prepared and approved before leave is taken. Leave cards will be posted to an annual leave record for each of the employees.

### III. Absence From Work

Absence for the employee's own illness, disability, or death in the immediate family shall be charged against his/her cumulative sick leave. "Immediate family" shall be interpreted to include: spouse, son, daughter, father, mother, brother, sister, grandparents, grandchildren, sons or daughters-in-law, uncles or aunts of the employee and employee's spouse or any relative residing with the immediate family of the employee. The employee may, upon specific approval of the Superintendent, be absent for the purpose of attending the funeral of a close family friend. Time used in this manner will be deducted from accumulated sick leave.

When any member of the immediate family as defined above, is seriously ill, undergoing surgery, or involved in a critical accident, the employee may use sick leave to be with that person.

The employee may find it necessary to be absent from work for such things as dental surgery, broken fillings, repair or replacement of glasses which qualify him/her for sick leave.

### IV. Personal Leave

Employees scheduled to work 9 or more months and 20 up to 40 hours per week will be granted two (2) days of personal leave per year. The maximum accumulation shall be five (5) days. The leave year shall be from January 1 through December 31 each year.

V. Emergency Leave

A. Definition

Emergency leave is defined as an absence for an emergency other than personal illness or death in the family.

Emergency leave can be used in the event of a threat of a loss or damage to personal property or personal safety. Emergency leave will not be granted for attending an event for a family member, moving into/out of a home or apartment, making arrangements with a financial institution, attending a sporting event of any kind, or when an employee is unable to reach his/her place of work due to weather related travel problems.

B. Each support personnel employee working half-time or more may be granted up to three (3) days of emergency leave per year at the discretion of the superintendent or designee.

C. The three (3) days of emergency leave would be deducted from the employee's sick leave.

VI. Leave of Absence

A one-year leave of absence without pay may be granted to support staff with the assurance of a position with the Bismarck Public School District the following year under the following conditions:

A. A written request must be submitted to the Superintendent or designee by March 15 of the school year preceding the requested leave of absence. In the event of extenuating circumstances, the Superintendent may waive the deadline date.

B. Experience will not accrue during the time of such leave but said support staff employee will retain all previous years of experience credited under the provisions of this agreement.

C. Anyone granted a leave of absence must notify the district in writing of his/her intention to return or he/she is considered to have tendered his/her resignation. The notification must be received by the Human Resources Office prior to March 15 of the year of the leave.

VII. Short-Term Leave Without Pay (One Year or Less)

A short-term leave of absence without pay for one year or less may be granted by the Superintendent or designee upon submission and subsequent approval of a written request by the support staff employee to the immediate supervisor.

VIII. Holidays

Twelve-Month employees who work 36 hours or more per week will receive the following 10 paid holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Nine to Eleven-Month employees scheduled to work 36 hours or more per week will receive the following paid holidays: Labor Day, Veterans Day, Thanksgiving Day, Martin Luther King Day, Presidents Day, Good Friday, and Memorial Day - (If an employee's normal workday includes the work day before and the day after a holiday only then will the employee be paid for the holiday.)

Employees scheduled to work nine or more months and 20 up to 36 hours per week will receive the following paid holidays: Thanksgiving Day, Martin Luther King Day and Good Friday.

If a holiday falls on Saturday or Sunday, the preceding Friday or following Monday, respectively, is considered the holiday

IX. Office Closure

All offices and buildings will close at Noon on December 24 (Christmas Eve) when December 24 falls on a Monday, Tuesday, Wednesday, or Thursday.