

Pay Dock Procedure for Leave

It is only under the following circumstances that a staff member may request to take a contract day off without pay.

1. All other leave applicable to the situation must be used first.
2. The reason for the request must be due to a very unique, rare lifetime circumstance or event.

A staff member must make a written request to their building principal or supervisor that includes the number of days of leave and a detailed explanation of why the request is made. The administrator will examine the request to determine if it meets the criteria above. The administrator/building principal must also determine if there would be any concern with the number of staff members absent at a particular time.

If the building principal or supervisor determines the request meets the criteria, he or she will send the staff member's request, along with documentation stating his/her approval to the Superintendent for review. The Superintendent will make the final determination. If the building principal/supervisor or the Superintendent determines the request does not meet the above criteria, it will be denied.

An employee who is granted a leave of absence without pay will be eligible to continue coverage for himself/herself and eligible dependents (if any) under the group medical, vision, and dental insurance. The employee may also continue the group disability and life insurance. If the employee's leave of absence extends beyond the FMLA time period or is not related to an FMLA time period, the employee wishing to stay on district insurance(s) must prepay the cost of the insurance(s) each month for the following month. If the leave of absence extends beyond the current school year, the employee may choose COBRA. The employee must notify the Human Resources Director of his or her desires regarding insurance(s) prior to coverage being continued.

Employees who decide to continue all or any of the above mentioned insurance plans will be responsible for paying the entire monthly premium when the employee's leave of absence extends beyond the FMLA time period or is not related to an FMLA absence. The employee wishing to stay on district insurance(s) must prepay the cost of the insurance(s) each month for the following month.

If an employee decides not to return to employment with the District after their leave of absence, he or she will be eligible under COBRA to continue purchasing medical, vision, and dental insurance for at least 18 months. The employee must notify the Human Resources director of his or her desires regarding insurance(s) prior to coverage being continued.

The group disability and life insurance will be discontinued upon termination. The employee would have the option of converting these policies without proof of insurability.

End of Bismarck Public School District Policy DDC

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