

P4056 TEMPORARY LEAVE FOR EMPLOYEE ORGANIZATION ACTIVITIES

BOARD POLICY:

The Board of Education authorizes the Superintendent of Schools to establish administrative guidelines and to grant the use of temporary leave for participation by employees in certain activities of specific employee organizations.

Administrative Implemental Procedures:

1. The number of such days authorized by the Chief Human Resources Officer during a fiscal year shall not exceed 500 individual employee workdays. The specific employee organizations which will be eligible to use such days and the number of days each organization may use will be determined by the Chief Human Resources Officer whose decision shall be final.
2. The following categories shall apply:

Category A: Employees granted temporary leave for these purposes shall receive full pay.

- a. Curricular meetings, conventions, hearings, workshops, seminars, or training sessions
- b. Actual at-the-table negotiations
- c. Actual mediation with duly appointed mediator
- d. Actual fact-finding with duly appointed fact finder(s)
- e. Litigation as the result of impasse to request certification thereof prior to mediation and/or fact-finding.
- f. Governance of state or national affiliates.

Category B: Employees granted temporary leave for these purposes shall receive full pay if the employee organization reimburses the Board of Education for actual costs of substitutes.

- a. Noncurricular meetings, conventions, hearings, workshops, seminars, or training sessions
- b. Preparation for negotiations
- c. Preparation for mediation of impasse in negotiations
- d. Post mediation preparations or submissions
- e. Preparation for fact-finding of impasse in negotiations
- f. Post fact-finding preparation or submissions
- g. Lobbying or attempting to influence state or federal legislation or administrative rules or regulations, formally or informally

Category C: Employees granted temporary leave for these purposes shall be subject to salary deduction at their daily rate.

- a. Litigation as a result of impasse after mediation and/or fact-finding
- b. Concerted litigation involving application or interpretation of an employment agreement or other Board of Education policy
- c. Other concerted litigation

Category D: Employees may be granted temporary leave for participation in other activities of employee organizations not specified above as authorized by the Superintendent of Schools. The approval will specify the terms under which such leave is granted.

3. Written request for temporary leave for employee organization activities and the category and subcategory into which the request falls shall be given for approval or disapproval to the Chief Human Resources Officer by the president of the employee organization in sufficient time to assure proper categorization, effective planning, approval or disapproval, and satisfactory arrangements for acquiring substitutes. The names of the specific employees will be included in the requests. If an emergency occurs and time precludes sending a written notification, direct contact by telephone may be used as an appropriate initial request, and a subsequent written request shall be submitted.
4. Each individual employee named on such a list shall submit a request for absence in accordance with the routine procedure established for processing absence requests. Although the purpose of the absence might be directly related to professional, instructional, or curricular activities, none of these areas should be checked on the form. The name of the specific employee organization should be written on the line preceding "other."
5. The temporary leave time described in these procedures shall not be used directly or indirectly to plan, organize, encourage, or initiate concerted actions which will result in work stoppages, in work disruptions, or in any other conduct interfering with the continued operation of the schools or the educational programs in the school district.

Administrative Responsibility: Human Resources

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