

## **P4513 TEMPORARY LEAVE OF CLASSIFIED PERSONNEL**

### **BOARD POLICY:**

**Employees are eligible to accrue temporary leave days if they are working in a permanent position 20 hours or more per week. Temporary leave days are computed on a common factor for all eligible employees based on one day earned for every 15 days in pay status.**

Administrative Implemental Procedures:

1. Each employee who is eligible to accrue temporary leave days shall be granted the number of days to which he/she is entitled for a year on the first day the employee reports for work on or after July 1. Temporary leave days will be prorated for any eligible employee who works less than full time or who is hired after July 1. Temporary leave days granted shall be added immediately to the employee's accumulation. Probationary employees will not be granted any temporary leave days in advance of such days being earned.
2. Unused temporary leave days shall be cumulative without limit.
3. Accumulated temporary leave days may be used for:
  - a. Personal illness, injury, or incapacitation up to the maximum of the number of days the employee has accumulated. However, no employee may use temporary leave days for any single such disability beyond 180 calendar days from the first day of the disability. If the absence qualifies or will qualify for Short Term Disability and an employee will be absent six (6) or more days, the employee must notify Employee Benefits & Insurance Management and provide medical documentation to Employee Benefits & Insurance Management within fourteen (14) calendar days of the onset of the absence. Employee Benefits & Insurance Management may require the ongoing verification of disability. If applicable, Employee Benefits & Insurance Management may request that the employee provide certification for FMLA leave.
  - b. Illness, injury, or death of the employee's spouse, child, or parent up to a maximum of 14 days per fiscal year. Up to 8 of these days may be used for illness, injury, or death of the employee's in-law, grandchild, grandparent, sibling, aunt, uncle, niece, nephew, any person having been regularly living in the employee's household, or in-law of the employee's spouse, child, or parent. If applicable, Employee Benefits & Insurance Management may request that the employee provide certification for FMLA leave.
  - c. Personal business up to a maximum of three days per fiscal year by employees with less than twenty (20) years employment with the Board, and up to a maximum of four (4) days per fiscal year by employees with twenty (20) years or more employment with the Board. Temporary leave days for personal business shall be granted as long as regular work assignments can be carried on. However, temporary leave days for personal business shall not be used to extend vacation and/or to extend adopted Board approved holidays, conference release days, or nonworking days. Personal business leave is provided for the employee who is confronted with serious and urgent individual or family problems, emergency situations, or legal demands which cannot be attended to at any time other than through the employee's duty day. Personal business leave may be used in the event of the illness or death of a friend or any other relative not identified as a member of the immediate family. Personal business leave is not provided for recreation or avocational activities.

The employee is not required to give the specific reason or nature of the personal business but must state that it falls within the above definition. The immediate supervisor must be notified as soon as the employee knows of the need for personal business leave in order for the necessary arrangements to be made. Repetitive use of personal business leave without proper notice, normally at least 24 hours in advance, will be cause for review.

- 1) One day of personal business leave may be used as a personal leave day by employees, as provided for in Article XIII: Temporary Leave, paragraph D, section 3(b) of the SEIU agreement, who do not accumulate vacation.
  - 2) A personal leave day taken in place of a personal business day shall be granted by the employee's supervisor as long as regular work assignments can be carried on. Employees are not required to give a specific reason to justify the taking of personal leave day. The immediate supervisor shall be notified as soon as the employee knows of the need for a personal leave day in order for the necessary arrangement to be made. In addition, employees shall file an *Anticipated Absence* request not later than twenty-four (24) hours in advance of taking a personal leave day. In cases of emergency, the supervisor may waive the twenty-four hours advance notice requirement. A personal leave day shall not be used during the first five or the last five days of the school year and shall not be used to extend board holidays, conference release days, non-working days, or designated inservice days. The restrictions set forth in the preceding sentence do not apply to attending a graduation ceremony of the employee's child.
- d. Temporary active duty up to a maximum of 14 days per fiscal year. Leave for temporary active duty is provided the employee who is a member of a reserve military unit which is ordered to active duty as a result of an emergency or disaster.
  - e. Paternity leave up to a maximum of three days per fiscal year. Paternity leave is provided for the father to attend the birth of his child.
  - f. Adoptive leave up to a maximum of five days per fiscal year. Adoptive leave is provided to the employee to provide time needed by the employee to complete the adoption of a child by the employee.
4. When an employee is absent from his/her assignment for any of the above reasons, such absence shall be a chargeable absence and the number of days of such chargeable absence shall be subtracted from his/her accumulated temporary leave days. Absence for a part of a day for overtime exempt employees shall be charged as temporary leave in amounts no smaller than one-half day, except for absences due to Family Medical Leave which may be charged in amounts no smaller than one-quarter ( $\frac{1}{4}$ ) hour. Absence for a part of a day for overtime non-exempt employees shall be charged as temporary leave in amounts no smaller than one-quarter hour.
  5. Absences in excess of accumulated temporary leave or in excess of the specified limits are deducted from the employee's salary at a daily rate for each day of such excess. However, the specified limits may be extended by the Chief Human Resources Officer upon written request by the employee if the employee has accumulated sufficient days.
  6. All chargeable absences that continue beyond the specified limits, all absences without leave, all absences which are too frequent, and all chargeable absences which end without the

employee giving proper advance notice shall be subject to review and appropriate action by the administration.

7. Employees who suffer a roofing pitch burn(s) may be authorized to a maximum of five consecutive temporary leave days for a given injury which shall not be charged to their individual accumulation of temporary leave. No employee shall leave the job site claiming a roofing pitch burn without the supervisor's approval.
8. Any former employee, who is reemployed within twelve (12) months of the date of termination and who satisfactorily completes their probationary period, will have their temporary leave days that were accrued at the time of separation reinstated, for up to a maximum of five (5) years for temporary leave that was accrued after March 31, 1999, unless severance compensation has been paid for such leave.
9. If temporary leave is claimed in excess of five (5) days, on or before the end of the sixth (6<sup>th</sup>) day, for an illness, injury, or incapacitation, certification by a physician may be required before the salary for the period of leave is paid. Further, an employee's immediate supervisor may request, given there is just cause, a physician's statement requiring medical verification at any time the employee is absent.
10. In accordance with the provisions of K.S.A. 25-418, persons entitled to vote at a general or primary election shall be entitled to absent themselves from their employment under the circumstances and for the period of time described therein.
11. Non-chargeable temporary leave for court duty or jury duty may be granted to a classified employee to appear in court to answer a jury summons or for reasons other than personal neglect, violation of law, or matters in which the classified employee has a vested interest. The amount paid for jury duty or witness fees, if any, shall be deducted from the classified employee's regular pay. Verification of the amount received for jury duty or witness fees must be provided.
12. Employees desiring to be off duty for any reason should make arrangements with their supervisors as far in advance as possible.
13. Absence requests for union or employee group association leave need to be forwarded to the office of the Chief Human Resources Officer.
14. Absence requests for district funded inservice need to be forwarded to the office funding the inservice.
15. Absences approved for Nutrition Services personnel should be shared with the Nutrition Services Department in order to provide substitute coverage, if necessary.

Administrative Responsibility: Human Resources

Latest Revision Date: October 2013

Previous Revision Date: August 2012 P4513

Reference: Policies and Procedures for Classified Personnel

Updated administratively for alignment purposes: August 2015