

INSTRUCTIONAL STAFF LEAVES AND ABSENCES

Sick, Personal and Bereavement Leave

Instructional staff shall be afforded sick, personal and bereavement leave in accordance with provisions of the current Employee Handbook.

Additional day(s) may be granted by the District Administrator to an instructional staff member employed at least half-time (0.5 FTE). Day(s) shall be deducted from accumulated sick leave.

Family and Medical Leave

Instructional staff shall be granted family and medical leave in accordance with federal and state law. For purposes of family and medical leave, the rolling 12-month calendar year shall be the method of computing a 12-month period.

Jury Duty

An instructional staff member shall be allowed to serve jury duty without loss of pay. The employee shall promptly reimburse the district the full amount of pay (less travel reimbursement) received for jury duty.

Employees shall report to work immediately following release from jury duty. Notice of jury duty shall be given to the District Administrator as soon as practical.

Leave of Absence

A leave of absence is defined as an absence from work other than: (a) an absence attributed to sick, personal, bereavement, family or medical leave; or, (b) an absence for purposes of serving jury duty.

1. **10 or Fewer Days** – Instructional staff wishing a leave of absence from work for a period of 10 or fewer days may make an application to the District Administrator through the building principal. Such leave may be granted at the District Administrator’s discretion and no salary payments shall be made and no fringe benefits shall be granted for the time missed.
2. **More Than 10 Days** – Any instructional staff member requesting a leave of absence for more than 10 days must have three consecutive years of service with the district. All requests for a leave of absence must be in written form and must be submitted to the District Administrator at least 90 days prior to the last day of current service. The 90-day requirement may be waived at the discretion of the Board.

Each application for a leave of absence shall be considered by the Board on its individual merits and advantages to the district and may be granted at the Board's discretion. The number of instructional staff granted a leave of absence at any one time shall not exceed one from each building and shall depend upon the availability of suitable staff replacements.

The district shall not pay any share of the staff member's salary and shall not provide any fringe benefits while an employee is on a leave of absence. An instructional staff member on a leave of absence shall be permitted to continue any insurance benefits available to regular employees at his/her own expense.

All benefits to which an instructional staff member was entitled at the time a leave of absence commenced, including the accumulated unused sick leave, shall be restored upon his/her return. An instructional staff member on a leave of absence shall return to the same position on the salary schedule that he/she held at the beginning of the leave.

LEGAL REF.: Section 103.10 Wisconsin Statutes
 Family and Medical Leave Act of 1993

CROSS REF.: Administrative Procedures Handbook (Admin. Rule 532.1)

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