

SUPPORT STAFF LEAVES AND ABSENCES

Sick Leave

Contracted and fulltime, 12 months of the year, Support staff employees, shall be granted 10 days of paid sick leave per year. Except the Food service director who shall receive 8 days of paid sick leave per year. All contracted and fulltime employees can acquire a total accumulation of 100 days of paid sick leave.

Support staff employees considered fulltime (average 30 hours per week), 12 months of the year, shall be granted 5 days of paid sick leave per year, up to a total accumulation of 50 days. Food service staff, teachers aides, and part-time secretaries working 30 hours per week school year only, shall be granted 7 days of paid sick leave per year, up to a total accumulation of 70 days. Support staff working between 20-30 hours per week school year only, shall be granted 2 days of paid sick leave per year, up to a total accumulation of 20 days.

Additions to or deductions from each employee's sick leave account shall be made yearly. Sick leave shall not be allowed when the illness or injury is due to or incurred while in the employ of others. No sick leave benefits of any kind shall be granted after termination of employment. In no case shall payment be made for accrued sick leave time as a vested right except as used while an employee and for a legitimate emergency illness purpose.

Family and Medical Leave

Support staff shall be granted family and medical leave in accordance with federal and state law. For purposes of family and medical leave, the calendar year, defined as beginning midnight on January 1 and ending at midnight on December 31, shall be the method of computing a 12-month period.

Emergency Leave

Emergency leave with pay, up to a maximum of four days per year, shall be granted to fulltime support staff (this includes administrative assistants, food service, custodial, and teacher aides). Support staff working between 20-30 hours per week school year only, shall be granted 3 days of emergency leave with pay per year. Emergency leave may be used in cases of the death of a member of the employee's immediate family or a serious illness or emergency in the immediate family requiring the employee's absence from work. The granting of this privilege shall be at the discretion of the District Administrator.

For purposes of this policy, immediate family shall be limited to parents, spouse, children of the employee or the employee's spouse, brothers, sisters and any other relative of the employee who is residing with the employee immediately preceding the event or condition for which an emergency leave request is made. One of the fourdays may be used for a friend or any person outside the employee's immediate family.

Additional days granted by the District Administrator to a support staff member employed full time, 12 months of the year, shall be deducted from accumulated sick leave.

Professional Development

Leaves for job-related training courses or conferences may be granted to support staff employed full time, at the discretion of the District Administrator.

Personal Leave

Support staff working 30 hours per week are allowed two personal days per year, support staff working 20-30 hours per week are allowed one personal day per year. One day will be considered a paid personal day the second day may be used in exchange for two days of sick leave. Leave cannot be taken on the day before or after a holiday. Staff must request the leave in writing at least two working days prior to the absence. Only one staff person within a staff Classification (i.e. Custodial, Food service, and Aides) may take a personal day at the same time. Leave may be denied if the principal is unable to find a suitable replacement. Support staff taking leave not attributed to sickness, family/medical, emergency or professional development shall have their pay reduced accordingly.

LEGAL REF.: Section 103.10
CROSS REF.: Wisconsin Statutes Family and Medical Leave Act of 1993
Administrative Procedures Handbook
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