

Classified Staff Leaves and Absences

The NW BOCES Board will provide a plan for leaves and absences designed to help members of the professional and classified staff maintain their physical health, take care of family and other personal emergencies, grow professionally, and discharge important and necessary obligations.

Temporary absences shall be authorized by the Administrative Director or building administrators when the absence does not disrupt the NWBOCES program.

Sick Leave - Sick leave for classified staff will accumulate at the rate of one day per month or a percentage of time employed. Maximum allowable accumulation will be up to 480 hours based on scheduled hours. When an employee has reached their accumulated hours any additional hours will be bought back per Policy 6008b-R. Sick leave is to be used for the illness of a staff member or members of his/her family. All-leaves of absence beyond accumulated leave will be unpaid. When an employee goes beyond their accumulated days (other than as qualified for family medical leave):

- 1) Earning of sick days will reduce at a pro-rated amount equal to the leave without pay hours for the month.
- 2) The cost of the health insurance/TSA benefit paid by NW BOCES on behalf of the employee (employer's share) will be deducted from the appropriate paycheck based on actual cost for the days the employee is absent in excess of accumulated leave.

Personal Business Leave - Leave will be granted in the amount of two days per year, or a percentage of time employed, for the purpose of conducting personal or business matters. It is recommended the leave must be approved by the administration five working days prior to taking the leave. Reasons for leave need not be given. Should advance permission not be obtained,—the cost of the health insurance/TSA benefit paid by NW BOCES on behalf of the employee (employer's share) may be deducted from the appropriate paycheck based on actual cost for the days the employee is absent in excess of accumulated leave. Personal leave days shall be accumulated as sick days if not used by June 30<sup>th</sup>, the end of each fiscal year.

Professional Leave - The Administrative Director may grant brief leaves with pay to staff members for the purpose of attending conventions, workshops or similar meetings. Travel expenses will be paid by the NW BOCES when attendance at these meetings is approved by NW BOCES. All professional development leave shall be approved by the Administrative Director.

Maternity Leave - Maternity leave shall be granted to an employee during a period of temporary disability caused or contributed to by pregnancy, miscarriage or child birth. This leave shall be granted in accordance with Board Policy and the Family Medical Leave Act. An employee shall utilize accumulated sick leave, vacation, and personal days and then leave days without pay during a temporary absence for maternity purposes provided. The employee shall notify the Administrative Director in writing of her pregnancy and of the expected due date, along with the expected date maternity leave is to begin. The employee shall notify the Administrative Director of any changes in these dates. Such notice shall be given as soon as known by the employee. Northwest BOCES shall have the right to request a doctor's certification pertaining to absence from work and/or certification of fitness for return to work as provided for in the Family and Medical Leave Act.

Days in District - In order to receive regular advancement on the salary schedule, the classified staff person must have worked a minimum of 80% of their scheduled hours (other than as qualified for family medical leave).

Jury Duty - Leave with pay will be given to employees to serve on a jury. Any compensation received by an employee shall be endorsed to NW BOCES.

6008a

Revised 4-27-05  
Revised 1-23-08  
Revised 2-25-09  
Revised 12-12-12

Bereavement Leave - Employees will be entitled up to three (3) days pro-rated paid leave per fiscal year for bereavement purposes due to the death of a family member (spouse, child, parent, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparents, grandchildren, or siblings).

Annual Reserve Duty

Request for leave for annual reserve duty, drill training or initial training of reservists must be submitted on an individual basis through the immediate supervisor. All military leaves will be processed in accordance with Board Policy 6008c-R to 6008e-R and federal statutes.

Substitutes for employees, when necessary, shall be obtained in the usual manner and paid by the NW BOCES.

6008b

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