

## Professional 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 professional 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 5007a-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 deducted from the salary as a percentage of days absent to the contract year. When an employee goes beyond their accumulated leave 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:

- 1) A deduction at the daily rate of pay may be assessed against the professional.
- 2) 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 Northwest Wyoming Board of Cooperative Educational Services will allow attendance at professional meetings during the school year without loss of time or pay. No grievance may be filed by the employee upon denial by the administration to attend such a meeting. Travel expenses will be paid by NW BOCES when attendance at these meetings is approved. It is recommended that not more than five (5) days per year shall be granted for professional leave. All professional leaves 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 under the family and medical leave policy. 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 professional must have worked a minimum of 80% of their contracted days (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.

Leave of Absence - An employee wishing to may apply for a one-year leave of absence. This application must be made to the Administrative Director by January 15th and can entail educational travel or college work. The employee will have the right to an equal position in the school year after the year's leave, this leave is subject to Board approval. If approved, the leave of absence shall be without pay. The employee may be entitled to continue to participate with the Northwest BOCES health insurance program provided the employee pays one hundred percent of the premiums.

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 5007c-R to 5007d-R and federal statutes.

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

5007b

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