

Corvallis School District

PERSONNEL

Leaves of Absence

Sick and Bereavement Leave

Certified employees will be granted sick leave according to the terms of the collective bargaining agreement.

Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, “sick leave” is defined as a leave of absence, with pay, for a sickness suffered by or a medical appointment for a member of any employee’s immediate family or household.

Sick leave may be taken for the time that an employee is unable to perform job duties because of:

- a physical or mental illness, injury, or disability;
- maternity or pregnancy-related disability or treatment, including a prenatal care, birth or medical care for the employee or the employee’s child;
- parental leave for a permanent employee as provided in 2-18-606, MCA;
- quarantine resulting from exposure to a contagious disease;
- examination or treatment by a licensed health care provider
- short-term attendance, in an agency’s discretion to care for a person (who is not the employee or a member of the employee’s immediate family) until other care can reasonably be obtained.
- necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993;or
- death or funeral attendance of an immediate family member or, at the Superintendent’s discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with this policy and the governing collective bargaining agreements.

It is understood that seniority shall accumulate while a teacher or employee is utilizing sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline, up to and including termination.

Personal and Emergency Leave

Teachers will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant

to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses, payable by the District, the leave approval will so state.
2. Leave will only be granted in units of half or full days.
3. Notice of at least (1) one week is required for any personal leave of less than one (1) week; notice of one (1) month is required for any personal leave exceeding one (1) week.
4. The Superintendent, with approval of the Board, has the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave. During any personal leave of greater than 15 days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

Bereavement Leave

Classified staff may be granted five (5) days paid leave annually for death or funeral attendance of an immediate family member or, at the Superintendent's discretion, another person to whom an employee feels a moral obligation.

An employee who has suffered a death in the immediate family will be eligible for unpaid bereavement leave. Bereavement leave must be approved by the Board. Such leave shall not exceed three (3) months, unless prescribed by a physician.

Civic Duties Leave

Leaves for service on either a jury or in the legislature shall be granted in accordance with state and federal law. A certified staff member hired to replace one serving in the legislature does not acquire tenure.

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive regular salary or to take annual leave during jury time. An employee who elects not to take annual leave, however, must remit to the District all juror and witness fees and allowance (except for expenses and mileage). The District may request the court to excuse an employee from jury duty, when an employee is needed for proper operation of the school.

Legal Reference:	42 USC 2000e	Equal Employment Opportunities
	§ 2-18-601(10), MCA	Definitions
	§ 2-18-618, MCA	Sick leave
	§ 49-2-310, MCA	Maternity leave - unlawful acts of employer
	§ 49-2-311, MCA	Reinstatement to job following pregnancy - related to leave of absence

Policy History:

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