

# REFERENCE COPY

FILE: GCBDA  
Critical

## EXPLANATION: PROFESSIONAL STAFF SHORT-TERM LEAVES

MSBA is updating this policy to move the information regarding excessive absences and tardiness to a new policy, GBCBC. MSBA has moved this information for clarity, so that this policy may be devoted exclusively to leaves, and to allow districts room to expand on the topic of excessive employee absences.

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: GCBDA  
Critical

**REFERENCE COPY**

DRAFT

# REFERENCE COPY

FILE: GCBDA  
Critical

## PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. ~~When a professional staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.~~ However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The district will allow professional staff members to be absent from their duties for the reasons and the lengths of time listed in Board policy, as long as these absences are not excessive:

Professional employees may be terminated for excessive absences. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence is considered excessive if it:

- ~~1. Is for a reason not granted as paid or protected leave under Board policy.~~
- ~~2. Exceeds the number of days allotted by the Board for that particular leave.~~
- ~~3. Exceeds five days a month, 20 days in a semester or 40 days per school year, notwithstanding the amount of paid leave accumulated.~~

~~Even if the absence is authorized by the Board or the superintendent, if the absence occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.~~

~~No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy GBBDA).~~

The district may require an employee to provide the district verification of illness from a healthcare provider **or supply other documentation verifying the absence** before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

### Authorized Leaves

- ▶ Any regular employee of the school system is covered with exception of administrators.

- ▶ This policy does not apply to temporary or substitute staff members, or those employed on an hourly basis, unless otherwise noted.
- ▶ District administrators are granted leave as provided by district policy GCBDC.

### **Paid Leave**

Within this category, certified staff will be provided nine days of paid leave per year. The unused leave days each year will accumulate, except where specifically noted. The accumulation will be unlimited, except where specifically noted, and the accumulated leave may be used in subsequent years. The nine days of paid leave will be earned on a pro rata factor based on a nine-month contract.

In case of a necessary absence of a teacher, he or she shall notify the principal at the earliest possible time so that a substitute may be provided. Likewise, the principal should be notified in regard to the teacher's return to work in time to discontinue the services of the substitute.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis:

1. **Personal Illness** (including illness, injury or incapacity of the employee) – The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use sick leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any certificated employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time, if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

# REFERENCE COPY

FILE: GCBDA  
Critical

2. **Family Illness** – Family illness is limited to illness, injury or incapacity of an employee’s immediate family. The Board defines "immediate family" to include:

- ▶ The employee's spouse.
- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, siblings and any other family member residing with the employee.
- ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver. (Note: "Family" for FMLA purposes is more limited.)

Family illness in combination with bereavement leave is limited to not more than a total of nine days paid leave in any one year. In a critical situation, the number of days may be extended by the Board of Education within the limits of accumulated leave. Unpaid leave may be granted in accordance with the FMLA.

3. **Personal Leave** – Two personal days each year is granted to each employee. This leave will be allowed to accumulate to a maximum of five days. Should five days of personal leave be accumulated, all future personal leave days will accumulate as sick leave days.

Absences may be charged against personal leave for court appearances, unless applicable law or policy provides for paid leave.

A written request for use of personal day(s) must be made to the building administrator two days in advance, unless the situation is an emergency. Use of personal leave is subject to supervisor’s approval. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Personal days cannot be taken on the day immediately preceding or following a scheduled school holiday. The two days of personal leave will be earned on a pro rata factor based on a nine-month contract.

A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

4. **Vacation** – Administrators and other certificated personnel employed on a 12-month basis will receive a minimum of two weeks of vacation per year.

A written request for vacation should be submitted to the superintendent for approval. If the employee's absence may disrupt district operations, the superintendent or designee has the

discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

5. **Bereavement Leave** – After an employee has had one year of employment with the district, the employee may take bereavement leave as set out below. The district may require verification of the need for the leave.

**Immediate Family** – When a death occurs in the employee's immediate family, the employee may take up to three days off with pay. The Board defines "immediate family" for this leave to include:

- ▶ The employee's spouse.
- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses and siblings.

Use of the three days of bereavement leave for immediate family would not reduce any possible payouts under the on-the-job incentive plan.

**Extended Family** – The number of days an employee may take for bereavement leave for an extended family member's death will be determined by the principal and superintendent in consultation with the employee and will be taken from the employee's accrued paid leave. Bereavement leave in combination with family illness is limited to not more than nine days paid leave per year. The Board defines "extended family" for this leave to include:

- ▶ The following relatives of the employee or the employee's spouse: grandparents, grandchildren, nieces, nephews, aunts, uncles and any other family member residing with the employee.
- ▶ Close personal friends of the employee.
- ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

# REFERENCE COPY

FILE: GCBDA  
Critical

1. **Holidays** – Certified staff employees employed on a 12-month basis shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Presidents’ Day and Memorial Day.

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

Should school be in session on an assigned nonworking day, then the July 3 following will be given as a comp day. Should July 3 fall on a Saturday or Sunday, the following Monday will be the paid holiday and the following Tuesday will be the paid holiday for Independence Day.

2. **Professional Leave** – Leave for professional purposes, such as attending classes or conferences, meeting with mentors or participating in other approved professional growth activities, will not be docked if prior approval is secured from the building administrator and the superintendent. Professional leave may be granted for the following:

- a. **Substate (Regional-District)** - The Camdenton R-III School District encourages maximum student participation in all activities approved by the Missouri State High School Activities Association (MSHSAA) or activities by the Missouri State Department of Elementary and Secondary Education (DESE).

The district also encourages staff to actively assume leadership roles in this level of activities to assure that these activities are educationally sound and that they motivate student growth and development.

These activities must be approved by the building administrator.

- b. **State** - The quality of excellence of the education in Missouri is a shared responsibility of each district within the state. The Camdenton R-III School District recognizes that its contribution can be made by encouraging selective involvement of its staff in leadership, developmental and competitive activities. The building administrator, in consultation with the staff member, may approve this involvement after knowing the released time needed and the cost involved. These requests should be made before accepting the involvement and preferably by October 15 of the school year or as soon as possible.

Requests may be approved based on these priorities:

- 1) Being a program presenter.
  - 2) Representing the district by virtue of office or position held in an organization.
  - 3) Supervising students who have gained eligibility to attend a state conference.
  - 4) Representing the district in an official capacity.
  - 5) Attending professional staff development activities.
- c. **National** - National conferences are more time consuming and costly; however, the district may approve participation in national conferences based on these priorities:
- a. Being a program presenter.
  - b. Representing the state by virtue of office or position held in an organization.
  - c. Supervising students who have gained eligibility to attend a national conference.
  - d. Representing the school district.
  - e. Attending professional staff development activities.
- These requests, complete with cost estimates, must be submitted to the building administrator by October 15 or as early as possible and must be approved by the superintendent.
- d. **International Activities** - Any request to travel outside the continental United States must be reviewed by the superintendent and presented to the Board of Education for approval.
3. **Advanced Professional Training Leave** – One day each year may be granted to certified personnel for the arrangement of their advanced professional training with the approval of the superintendent or designee. There is no accumulation of professional leave.
  4. **Military Leave** – The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any



# REFERENCE COPY

FILE: GCBDA  
Critical

federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.

5. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
6. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
7. **Jury Duty Leave** – Both the philosophy and the policies of the Camdenton R-III School System have always attempted to foster and promote educational development and growth as well as community service, not only of the students in the system, but also of the certified faculty, staff and administrators. Jury service is one of those areas of community service. Thus, the purpose of this policy is to assure that the Camdenton R-III School District does not monetarily penalize certified faculty, staff and administrators for performing their community duty by serving on a jury when called to do so. (Certified faculty, staff and administrators are not exempt from jury duty under present Missouri law.)
  - a. It shall be the policy of the Camdenton R-III Board of Education to pay those certified faculty, staff and administrators who are called to jury duty as jurors during their contractual period (including extra weeks if so contracted) the difference between what they would receive in monthly salary had they not been called to jury duty and the pay they would receive as jurors.

This policy will be implemented by subtracting the amount of money paid to the certified faculty member, staff member or administrator by the court for jury service from the monthly salary (including contracted extra weeks) of that certified faculty member, staff member or administrator. This would mean that members of the certified faculty, staff and administration would in actuality receive no monetary loss of salary per month while doing jury service. Paid leave for jury duty will include

time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury.

- b. This policy shall apply to those certified faculty, staff and administrators who are contracted for the regular school term (presently 9¼ months) and those who are contracted for extra weeks beyond the regular school term. It will apply to only those days missed which would have resulted in loss of salary or pay had this policy not been enacted.
  - c. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
8. **Leave for Court Subpoena** – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
9. **Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
10. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
11. **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared

# REFERENCE COPY

FILE: GCBDA  
Critical

emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.

12. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

## **Pregnancy, Childbirth and Adoption Leave**

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave. The district will charge employee's sick leave days to such absences.

## **Compensation For Unused Paid Leave**

Employees covered by the sick leave policy for the Camdenton R-III School District, when retiring or resigning from the system, will be paid for any unused leave which has accumulated since September, 1969. Employees must complete two and one-half (2 ½) years of service with the district

to be eligible to draw unused leave pay. The district will not provide unused leave pay to employees who leave the district after less than two and one-half (2 ½) years of service or to employees who are terminated by the Board of Education. They will be paid at the following rates:

***Teachers***

<b>Years of Service in the Camdenton District</b>	<b>Amount Paid Per Day for Unused Leave Days (Sick and Personal)</b>
2½ up to 4	\$22.50
4 up to 9	29.25
9 up to 16	36.00
16 or more	45.00

These same benefits will go to nearest survivor should an employee die while under contract to the Camdenton R-III School District. The beneficiary designation will be consistent with the employee's Board-paid life insurance policy.

An employee must complete two and one-half (2½) years of service to be eligible to draw unused leave pay.

If an employee breaks the contract and does not fulfill specified time, the pay for unused sick and personal leave for the contract year is waived and will not be paid, except in special cases approved by the Board of Education as recommended by the superintendent. (If the employee qualified for prior years, he or she will be paid.) This regulation applies to teachers and also to non-teaching personnel.

Notification of retirement must be made by March 1 of the current school year, in order to receive full payment for unused sick and personal leave days. If notification is not made by March 1, the School Board may exercise the option of making payment in two installments – the first installment on the first July following; the second installment on the second July following.

**Transfer of Unused Paid Leave**

Part-time professional employees accumulate sick and personal leave on a pro rata basis. If these employees are transferred to a full-time position, they may carry forward all days at their pro-rated rate.

# REFERENCE COPY

FILE: GCBDA  
Critical

Classified employees moving to a certified position may carry forward no more than 20 days. If the employee has more than 20 days accumulated, the employee will be compensated for those days per district policy.

## Short-Term Leave of Absence Without Pay

Certified personnel may find themselves in unusual circumstances where they are compelled to be absent for unusual or unforeseen reasons. The superintendent may grant up to five days of leave without pay in these circumstances. A request must be submitted to the building principal in writing. Unused personal days may be used in place of unpaid leave days in the short-term leave request.

\* \* \* \* \*

**Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.**

Adopted: 08/08/1994

Revised: 09/19/2002; 12/12/2005; 03/27/2006; 07/16/2007; 04/14/2008; 10/13/2008;  
08/10/2009; 03/08/2010; 12/13/2010; 06/11/2012; 04/08/2013;

Cross Refs: DLB, Salary Deductions  
HA, Negotiations with Employee Representatives  
HPA, Employee Walkouts, Strikes and Other Disruptions

Legal Refs: §§ 41.1000, .1005, 105.270 - .271, 115.102, .639, 168.122, 169.595, 320.200, .330 -  
.339, 494.460, 595.209, RSMo.

Fair Labor Standards Act, 29 U.S.C. §§ 201 - 2198(c)

Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2611 - 2619

Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy  
Discrimination Act, 42 U.S.C. § 2000e(k)-1 - 2000e-17

29 C.F.R. § 1604.10

————— *Willis v. School Dist. of Kansas City*, 606 S.W.2d 189 (Mo. Ct. App. 1980)

————— *Stewart v. Board of Educ. of Ritenour*, 574 S.W.2d 471 (Mo. Ct. App. 1978)

————— *Aubuchon v. Gasconade County R-I Sch. Dist.*, 541 S.W.2d 322 (Mo. Ct. App. 1976)

Camdenton R-III School District, Camdenton, Missouri