

DODGELAND SCHOOL DISTRICT
Board Policy Manual

532.3

STAFF LEAVES

For the purpose of this policy, certified school personnel is defined as all teachers, including but not limited to, classroom, special subject teachers, Title 1 teachers, reading specialists, gifted and talented teachers, librarians, special education teachers, guidance counselors, social workers, psychologists, speech therapists, physical therapists, occupational therapists, and others that are employed by the District.

Personal Leave For Certified Professional Teaching Personnel

Teachers will be granted one (1) day of personal leave at the beginning of each fiscal year. Personal leave may not accumulate. Personal leave must have prior approval from building principal. Personal leave days will not be granted to extend a holiday or school recess/break period. Personal leave days will not be granted on parent-teacher days or professional development days unless an exception is made by the building principal.

Teachers must enter their absence into the absence management system at least three (3) days prior to the absence. Personal leave requests will be granted in the order in which they are received. Only two (2) requests for the use of Personal Leave in the District that require substitutes will be granted for the same day. For purposes of this limitation, requests for Personal Leave are to be considered in combination with requests for Flex Time.

Sick Leave/Flex Leave

Allocation & Accumulation for Certified Professional Teaching Personnel

Full-time teachers will be granted nine (9) sick leave days and one (1) day of flex time at the beginning of each fiscal year. Part-time teachers will be granted sick leave and flex time on a prorated basis. At the end of each fiscal year, any unused sick leave days and flex time will be combined and may accumulate to 100 days (800 hours).

Sick Leave Allowable Uses

Sick leave may only be used for the following reasons: teacher illness, teacher medical and dental appointments, and illness and/or medical and dental appointments of the teacher's immediate family. Immediate family includes the teacher's mother, father, step-parent(s), sister(s), brother(s), wife/husband, child(ren), grandmother(s), grandfather(s), grandchild(ren), mother-in-law, father-in-law, son(s)-in-law, daughter(s)-in-law, brother(s)-in-law, and sister(s)-in-law.

Process for Requesting Sick Leave

For scheduled absences, such as medical and dental appointments, teachers must enter their absence in to the absence management system as soon as possible.

For unscheduled absences, when a teacher is prevented from completing his/her assigned work due to personal illness or illness of his/her immediate family member, the teacher must enter their absence in to the absence management system as soon as possible so that the absence management system may search for a substitute teacher.

If a teacher becomes ill during the school day and needs to leave, he/she must report to the building principal and/or secretary. The teacher must complete an Absence Form before he/she leaves for the day.

Teachers may use sick leave in increments of one-quarter of an hour.

Sick Leave Verification

Sick leave must not be abused. Under certain circumstances, or in the event of frequent use of sick leave, the building principal may require a teacher to provide a physician's statement confirming the illness.

Flex Time Allowable Uses

In addition to the personal leave day granted above, each teacher may use his/her day of flex time for personal, legal, business, household or family matters, which require absence during school hours. Flex Time may be taken as a whole day or in increments of one-quarter of an hour.

Process for Requesting Flex Time

Teachers who wish to use a full day of Flex Time must enter their absence in to the absence management system at least three (3) days prior to the day on which the teacher is requesting to use Flex Time. Flex Time requests will be granted in the order in which they are received. Only two (2) requests for use of Flex Time in the District that require substitutes will be granted for the same day. For purposes of this limitation, requests for Flex Time are to be considered in combination with requests for Personal Leave days.

Staff Emergency Leave

In the event of death or critical illness in an employee's immediate family, not including his/her husband/wife and/or child(ren), the employee is entitled to leave with pay not to exceed three (3) scheduled work days. In the event of death or critical illness of an employee's husband/wife and/or child(ren), the employee is entitled to leave with pay not to exceed five (5) scheduled work days. If an employee uses emergency leave due to a death, the leave must be used within five scheduled work days of the funeral. For purposes of this policy, an employee's immediate family includes, mother, father, step-parent(s), sister(s), brother(s), husband/wife, child(ren), grandmother(s), grandfather(s), mother-in-law, father-in-law, son(s)-in-law, daughter(s)-in-law, brother(s)-in-law, and sister(s)-in-law.

In the event that an employee needs more than three (3) or five (5) scheduled work days of emergency leave per year, respectively, due to extended critical illness(es) and/or death(s) in his/her immediate family, such absences shall be paid through a deduction from the employee's sick leave. If the employee does not have any available sick leave, the absence shall be unpaid.

If an employee has extenuating circumstances requiring additional emergency leave beyond that provided above, due to such things as travel, the District Administrator at his/her discretion may provide an employee with additional emergency leave.

If an employee has an emergency, unrelated to critical illness or death in his/her immediate family, such as a fire, automobile accident, public transportation cancellation, natural disaster, etc., the District Administrator at his/her discretion may grant usage of one (1) paid day of emergency leave provided under this policy. Any additional days of absence related to such an emergency shall be deducted from the employee's sick leave. If the employee does not have any available sick leave, the absence shall be unpaid.

If an employee needs to be absent pursuant to this policy, he/she should notify the District Administrator prior to his/her absence. The employee must complete an Absence Form and return it to the District Administrator upon his/her return to work.

Leaves taken under this policy that also qualify for leave under the Family and Medical Leave Act (FMLA) shall be counted as leave taken under FMLA.

Unpaid Leave

Employees who have exhausted all available paid leave, but find it necessary to be absent on a short term basis, may submit a request for an unpaid leave. For absences that are known about in advance, employees shall complete the Dodgeland School District Absence Form (Absence Form) and submit it to

their building principal/immediate supervisor prior to the absence. For unscheduled absences, employees shall complete the Absence Form and submit it to their building principal/immediate supervisor upon

their return to work. The building principal/immediate supervisor at his/her discretion may approve up to five (5) days of unpaid leave in a fiscal year. Unpaid leave of more than five (5) days must be approved by the building principal/immediate supervisor, at his/her discretion, as well as the Board, at its discretion.

Jury Duty

Employees who are selected to serve on jury duty shall be paid at their normal rate for hours served falling within their usual workday. This payment is in lieu of, not addition to, court jury duty pay. Jury duty payment received from the court system, except mileage, is to be given to the District Office.

Employees must complete an absence form documenting their time at jury duty.

Military Leave

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intent to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits after completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

LEGAL REF: 38 U.S.C. § 4301 et seq.
Wis. Stat. §§ 321.63-321.65, 111.321, 111.355.

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