

PROFESSIONAL AND SUPPORT STAFF LEAVES AND ABSENCES**GENERAL PROVISIONS**

The number of days and hours of leave will be prorated for part-time employees. Leave is calculated by number of days x contracted hours per day.

SICK LEAVE

The Board will grant fifteen (15) sick leave days annually without the loss of pay. Absences due to the employee's injury, illness or disability, and recovery there from, as well as sickness in the immediate family (spouse, son, daughter, son-in-law, daughter-in-law, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent or grandchild or other close relative or friend) *and/or* immediate household, if the employee so desires shall be charged against sick leave. The number of days shall be prorated for part-time employees. Such leave not used in the year of service shall be accumulated for use in subsequent years up to a total accumulation of one hundred and ten (110) days plus the days due in the current school year.

Essential treatments, examinations for diagnostic purposes and other absences definitely related to an employee's health will be allowed as sick leave when such treatment or examinations must be made during the school time. The employee may be required to furnish satisfactory medical proof of illness or disability. Notwithstanding the reference to unpaid leave and the Family Medical and Leave Act in policy GCC, an employee may use up to eight weeks of accumulated sick leave to care for a newborn child or newly-adopted child.

SICK LEAVE BANK

SICK LEAVE BANK. A sick leave bank will operate for the benefit of employees who exhaust their accumulated sick leave before becoming eligible to apply for disability insurance benefits. Each new hire will contribute one sick leave day upon his or her initial enrollment. The Board will assist in this program by making a donation of 75 days to start the Bank and a second and final donation of an additional 75 days the first time days in the Sick Leave Bank fall one below the number of enrolled employees. The number of days in the Bank will be maintained at a minimum equal to the number of employees enrolled. When the Sick Leave Bank falls one day below this minimum, each enrolled employee will donate one additional day. The number of days in the Sick Leave Bank will carry over from year to year.

An enrolled employee may apply to draw up to 60 days from the Bank, or up to the number of days needed until eligible to receive disability insurance, whichever is less.

The Sick Leave Bank will be administered by a five-member committee, as follows: two (2) members designated by the faculty steering committee, two (2) members representing support staff, and one (1) administrator designated by the School Board. Each member will serve on the committee for one year and until a successor is appointed. A majority of the members present constitutes a quorum and a majority vote of those present and voting decides all questions. Guidelines for application by an employee to the Sick Leave Bank Committee will be established and published by the Sick Leave Bank Committee. In the event the superintendent questions a

PROFESSIONAL AND SUPPORT STAFF LEAVES AND ABSENCES

recipient's eligibility to receive sick leave benefits from the Sick Leave Bank, the superintendent may require proof that the employee is eligible to receive such benefits including a licensed provider's certifying to the disability or illness of the recipient.

No employee may receive days from the Sick Leave Bank and long-term disability insurance payments at the same time.

BEREAVEMENT LEAVE

Bereavement leave during the year shall be granted, with pay, to an employee who requests such leave for each occurrence of a death in the immediate family. Additional days may be granted at the discretion of the supervising administrator or designee.

PERSONAL LEAVE

Personal leave during each year may be granted, with pay, to employees who request such leave to conduct urgent and compelling matters which cannot be accomplished at any other time.

Requests must be submitted through the Absence Management program prior to the requested leave time and approved by the supervising administrator or designee in advance of the time requested. All time must be submitted prior to the requested time within 24 hours notice whenever possible.

Employees may be required to provide a reason when requesting personal time if the day is adjacent to a holiday or vacation break and if they are requesting personal time that would exceed more than three days in any one year.

HOLIDAYS

See Policy GCBD, "Holidays" for Support Staff Holiday Policy,

SNOW DAYS / INCLEMENT WEATHER

See Policy GCBD, "Snow Days or other Cancellations" for Support Staff Snow Day/Inclement Weather Policy,

VACATION LEAVE

See Policy GCBD, "Vacation Leave" for Support Staff Vacation Leave Policy,

PROFESSIONAL AND SUPPORT STAFF LEAVES AND ABSENCES**UNPAID LEAVE**

Upon written application to the superintendent, the board may grant requests for extended leaves of absence up to one year, without pay or benefits. To be eligible for such leave the employee must have worked in the Souhegan School District a minimum of three years. Extensions, renewals, or modifications of leaves may be granted upon the employee's written request to the superintendent and the superintendent's recommendation to the board and subsequent board approval.

Any unpaid leave granted to an employee shall conform to all applicable provisions of the Family and Medical Leave Policy.

Upon agreement of the insurance carrier, any employee who is on authorized unpaid leave may be permitted to continue health and life insurance benefits provided under this contract at the employee's request and sole expense, on condition that the employee remit the full monthly premium by check payable to the Souhegan School District, c/o the Superintendent's Office, no later than the 15th day of the month preceding the month the premium is due.

In the event the employee fails to remit the premiums due after receiving written notices of payment due, the benefits provided by board policy shall terminate immediately without further payment-due notices to the employee and the employee may not be re-enrolled in the group insurance plan for which the premiums were being paid until the employee returns to active service.

All benefits to which an employee was entitled at the time the leave of absence commenced and which are currently in effect for employees, including unused accumulated sick leave, shall be restored to the employee upon return, and the employee shall be assigned within the scope of the employee's certification and qualifications.

Leaves of absence for other reasons may be granted at the sole discretion of the board.

In the event of authorized unpaid leave, the employee shall retain such service as was accrued on the date of the authorized unpaid leave and commence further accrual only upon return. An employee shall not accrue service during such unpaid leave.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The district will comply with federal and state statutes, as amended from time to time, relating to family and medical leave. Any such provisions shall be deemed to operate concurrently with any paid or unpaid leave granted pursuant to any adopted board leave policy. The district will comply with any rights or benefits contained within such federal or state statutes which provide for any rights or benefits which exceed those contained in any board-adopted leave policy only to the extent and for the duration required by statute(s).

The Federal Family and Medical Leave Act of 1993 grants an eligible employee up to a combined total of 12 weeks of unpaid leave per year for the following situations:

PROFESSIONAL AND SUPPORT STAFF LEAVES AND ABSENCES

1. the birth, adoption, or foster placement and first-year care of a child;
2. the serious illness of an employee's spouse/partner, sibling, parent, or child; and
3. the employee's own serious illness.

During the 12 weeks, or less, of leave taken under the 1993 Family and Medical Leave Act, the board will continue its contribution to healthcare coverage on the same basis as prior to the leave.

Eligibility for leave under this Act is restricted to employees who have worked at least 1,250 hours during the 12-month period preceding the start of the leave.

The superintendent may require that a request for leave be supported with certification from the physician of the employee, spouse, partner, parent, or child concerning the date the medical condition began and the probable duration of the condition. The superintendent may also require certification from the physician regarding the employee's fitness to return to work.

The board may grant an employee's request to extend unpaid leave up to one year; in this case, however, the board's contribution to the employee's health premium is limited to the first 12 weeks.

Upon agreement of the insurance carrier, any employee who is on authorized unpaid leave beyond the period covered by the Family Leave and Medical Act is permitted to continue health, dental, and life insurance benefits provided by the district at the employee's request and sole expense, on condition that the employee remit the full monthly premium by check payable to the Souhegan Cooperative School District, c/o the superintendent's office, no later than the 15th day of the month preceding the month the premium is due. In the event the employee fails to remit the premiums due after receiving one written notice of payment due by registered mail, the benefits provided shall terminate immediately without further payment-due notices to the employee and the employee may not be re-enrolled in the group insurance plan for which the premiums were being paid until the employee returns to active service.

All benefits to which the employee was entitled at the time the leave of absence commenced and which are currently in effect for employees, including unused accumulated sick leave, shall be restored to the employee upon return. Leaves of absence for other reasons, or for more than one year, may be granted at the sole discretion of the board.

MILITARY LEAVE

Personnel on short-term active duty with the Reserve/National Guard shall be entitled to pay differential and continued benefits for up to two weeks of service per year when duty cannot be deferred until the summer.

JURY DUTY

Upon presentation of a court subpoena, an employee shall be allowed to leave for witness or jury service. The employee will receive as pay from the district the difference between the pay for

PROFESSIONAL AND SUPPORT STAFF LEAVES AND ABSENCES

jury duty and/or witness fee and the district pay.

ADOPTION: 8/21/91

SOUHEGAN

ADOPTION: 2/21/94

**Souhegan Sick Leave Bank and
Unpaid Leave Policies**

REVISION: 6/8/95

**Souhegan Sick Leave and Sick
Leave Bank Policies**

REVISION ADOPTED: May 2, 2002

**REVISION: Language edited for clarity and conformance to current practice, agreed by
PPC April 9, 2018; approved May 3, 2018**