

Leaves for Certificated Administrative Employees

1. Sick leave shall be granted at the rate of one day for each month in which the administrator is contracted. Unlimited accumulation of Sick Leave is allowed.
2. A maximum of five days Family/Bereavement Leave per year will be granted, with pay, for illness or death. Family/Bereavement Leave will not accumulate from year-to-year.
3. Administrators are permitted two days of Personal Leave per year, non-accumulative. This leave is granted for consideration of significant hours worked beyond the regular workday. There is no intent to tie these two days to specific hours or events in which the employee may have worked overtime.

Other than what is stated above, there is no policy that provides for additional comp time for administrative/management staff. The superintendent may grant individual requests for flex or trade time when the employee's individual workload becomes excessive or in cases where the employee has a special need for time off. The use of flex time or trade time needs to be pre-approved by the superintendent.

COURT APPEARANCES/JURY DUTY

1. If an employee is called for jury duty, he/she will be entitled to reimbursement by the District at the straight-time hourly rate of their regular job for the hours of work necessarily lost as a result of jury duty. Fees paid by the court for such service shall be payable to the District. If jury pay exceeds the employee's pay the employee shall retain the excess. Any expense money paid by the court, such as for mileage, shall be retained by the employee
2. The employee shall not be required to report for their work shift on a day they performed more than four hours of jury duty.
3. If an employee is called to appear before a court, as a witness in response to a subpoena in a court case in which he/she personally is not involved, he/she will be entitled to reimbursement by the District at the straight time hourly rate of their regular job for the hours of work necessarily lost as a result. Any notification for appearance other than under compulsion must be approved by the supervisor. Fees paid for such service shall be payable to the District. If pay exceeds the employee's pay, the employee shall retain the excess.
4. Reimbursable time off for jury duty shall be limited to one term of jury duty in any given school year.

UNPAID LEAVES

1. An employee may be allowed leave without pay upon written request and with the prior approval of the employee's supervisor and superintendent. Such leave shall be for a duration of not more than twelve (12) months.

END OF POLICY

Legal Reference(s):