

*Adopted: 05/24/2006*

Org 1995  
Revised 2010

**Revised:**

**410.2 Non-Salaried Staff Leave Policy**

**I. PURPOSE**

The purpose of this policy is to provide guidelines for the different types of paid leave to Green Isle School employees in accordance with state and federal personnel laws/policies

**II. GENERAL STATEMENT OF POLICY**

A. Sick Leave.

1. Non-salaried staff begin each new school year with 10 days of sick leave. Staff hired prior to the 2001 school year are allowed to carry forward 10 additional days from previously accrued sick days from their employment with District 656.
2. No more than 30 days sick leave may be accrued and carried forward each school year. The maximum amount of accrued sick leave would be 40 days (for qualifying employees). Employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Green Isle School back should they terminate their employment prior to earning that time.
3. Long term substitute staff may begin accruing sick leave, after their first 10 days of service. Substitutes earn one (1) days of sick leave per 20 days worked.
4. A sick leave bank may be established by the board based on a determination of need.

B. Maternity/Paternity/Adoption Leave

1. A Maternity/Paternity/Adoption Leave request shall be submitted in writing three (3) months prior to the date of the requested leave of absence. Documentation indicating the expected due/arrival date should accompany any such request.
2. Six (6) weeks (thirty working days) are granted for Maternity/Paternity/Adoption Leave.
3. Non-salaried employees may use up to thirty (30) sick leave days for use as Maternity/Paternity/ Adoption Leave. If thirty sick days are not available, employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Green Isle School back should they terminate their employment prior to earning that time.

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4. Leaves exceeding the six (6) week guideline may be granted at the board's discretion and given appropriate physician's documentation.

C. Personal Leave

1. Non-salaried staff accrues 2 personal leave days per school year, which cannot be carried forward.
2. Employees may request an additional personal leave day without pay.

D. Bereavement Leave

1. Bereavement leave not exceeding 5 days may be granted to non-salaried staff who experience the death of an immediate family member, including: a partner, child, parent, sibling, grandparent, and/or father/mother-in-law.
2. Additional leave may be granted at the discretion of the Director on behalf of the Board.

**IV. DISSEMINATION OF POLICY.**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.