

Classified Sick, Personal, Funeral, and Bereavement Leave

Classified employees hired to work nine (9) or more months per year and 20 or more hours per week, or are employed as a nine (9) month/two (2) routes per day bus driver are eligible for sick and personal leave.

Sick Leave: Classified personnel will be granted 1 sick day per month of employment. Employees may accumulate up to 70 days/14 weeks. Sick leave will be tracked on an hourly basis for part time employees.

Personal Leave: Classified personnel will be allowed two days per year for personal reasons after notification to the superintendent 3 days in advance. No more than two employees will be absent per day for personal reasons unless approved by the superintendent. Classified personnel will be reimbursed \$75.00 per unused personal day at the end of the school year. In case of some unforeseen circumstance, an employee may be allowed to use his or her personal leave without giving the required 3 days' notice. The granting or denial of personal leave will be determined by the superintendent. This may include paternal leave.

Funeral Leave: One day will be allowed per year for use as a funeral day. The employee will not be reimbursed if the funeral day is not used.

Bereavement Leave: In the event of the death of an immediate family member, an employee may use up to five (5) days or one work week to attend the funeral without salary reduction to make final arrangements.

Immediate family is defined as spouse, mother, father, children, grandchildren, grandparent, brother, sister, brother-in-law, sister-in-law, spouse's immediate family, and any household member.