

EMPLOYEE LEAVE OF ABSENCE  
Code No. 409.2

The board will offer the following leave to full-time regular licensed employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave - Leave to care for a sick member of the employee's immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Professional Leave - Leave to attend educational meetings or visit other schools
- Association Leave - Leave to attend conferences of the ISEA, NEA or JDC

The board will offer the following paid leave to full-time regular classified employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave – Leave to care for a sick member of the employee's immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Professional Leave - Leave to attend educational meetings or visit other schools

The provisions of each leave offering will be detailed in the Master Contract and/or Employee Handbook

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

Approved: 11/16/2020

Reviewed: 2/13/2024

Revised: 2/13/2024