

16.05.

F. Incentivizing Non-Use of Leave Days: Educators are allotted 10 sick and personal leave days per year. To incentivize the prudent use of these days, a buy-back policy will be implemented as follows:

1. For each unused leave day, educators will receive a monetary compensation of \$225.
2. Educators who use a cumulative of five or fewer leave days on instructional days in a school year shall receive a bonus of \$500.
3. The buy-back program will be capped at a maximum payout of \$2,250 per year.
4. Leave days eligible for buy-back must be documented and verified by the end of the calendar school year.
5. The monetary compensation will be paid out at the end of the academic year, ensuring it is included in the final paycheck or through a separate transaction within 30 days of the school year's end.

~~16.21 Verification of Absence. The Superintendent or the supervisor of the employee may require a physician's or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence or when an employee has received prior written notice of excessive absenteeism. Such verification shall be provided as soon as possible after the official request.~~

## 16.06 Requesting and Granting of Sick Leave

A. Except in the case of unexpected illness where the employee must be absent prior to receiving such approval, an employee's request for sick leave shall be submitted to the principal/site administrator or designee at least two (2) days prior to the proposed beginning date of the leave and approved prior to the leave being taken. When prior approval cannot be obtained due to unexpected illness, the employee shall notify the principal/site administrator or designee of his/her absence as soon as possible but not later than one (1) hour and thirty (30) minutes prior to the beginning of the employee's workday except where unusual and compelling circumstances warrant a shorter period of notice. The employee shall submit the required leave form, to be provided by the site administrator or designee, within three (3) days following the employee's return from such leave (or sooner if necessitated by a payroll deadline). Leave shall not be denied if a substitute cannot be secured.

B. The site administrator or designee, not a member of the bargaining unit, is responsible for securing all substitutes for an employee. Substitutes shall be trained and expected to perform all duties normally performed by the employee who is absent, which may include but not limited to duty, lesson planning, and grading.

C. If the period of absence due to illness exceeds ten (10) days, the employee shall, upon request, submit completed leave request forms provided by the principal/site administrator as soon as possible and prior to his/her return to work and, upon request, shall also submit a written statement from the employee's medical provider as described in Section 16.07 below.

D. Sick leave shall be granted for illness of self or any immediate member of the family. Immediate members of the family shall be interpreted to include: spouse, grandparents, parents, sisters, brothers, children and grandchildren of both the employee and the spouse of the employee, and any dependent who resides with the employee's household. Sick leave shall also be granted for illness connected to or resulting from pregnancy and for death or serious illness of any member of the larger family group.

#### 16.14 Bereavement Leave

D. If the employee is the spouse, parent or caregiver of the deceased, an additional 2 days may be added for Bereavement Leave, allowing a total of five (5) days, if 16.14.C does not apply.

#### 16.26 Paid Leave for Employees:

A. Certified employees (teachers and others who are qualified) will be granted absence from work with pay for a period of time equal to eight (8) work weeks because of the birth (or stillbirth) of the employee's child or because of the placement of a child with the employee for adoption, and upon the employee giving thirty-days' notice to the principal of the school where employed or to the employee's immediate supervisor.

B. If the employee learns of the birth or adoption less than thirty (30) days in advance, the employee shall give the notice as soon as reasonably possible. For the purpose of calculating service anniversary dates, this absence from work is considered full-time employment. Leave used by an employee pursuant to this policy will not be charged to sick, annual, or other leave the employee may have accumulated. Leave granted pursuant to this section will count toward the teachers' use of leave required to be given by this state as an employer under the federal Family and Medical Leave Act (FMLA) and state maternity leave.

C. An employee must not be granted more than eight (8) work weeks of paid leave under this policy during a twelve-month period, but the work weeks do not need to be taken consecutively. An employee may receive no more than eight (8) work weeks of paid leave during a twelve month period, even if there is more than one (1) qualifying birth or adoption.

D. Leave granted pursuant to this section must be used within twelve (12) months of the qualifying birth or adoption. Paid leave under this policy must be paid at one hundred percent (100%) of the employee's salary. If an employee experienced a birth or adoption within twelve months prior to July 1, 2023 and has not used all of the federal Family and Medical Leave Act (FMLA) leave to which the employee was entitled as a result of the birth or adoption, then the employee is entitled to leave under this section beginning on July 1, 2023 for the remainder of the federal Family and Medical Leave Act leave that the employee uses on or after July 1, 2023 as a result of the event. The duration of paid leave must not exceed the paid leave available under this policy.