

Leave of Absence

PART-TIME NON-CERTIFIED PERSONNEL (Less than 30 Hours)

General Definitions:

Pro-rated day: is defined by the number of hours per day worked by each individual part-time employee.

Immediate family: is defined as “spouse, parents, grandparents, grandchildren, children, sister, brother or other relative residing in the employee’s household

PERSONAL LEAVE

All part-time non-certified employees are entitled to two (2) pro-rated personal days per year with full pay for personal business. Personal business defined as business which cannot be conducted during periods when school is in session. Except for an emergency, permission must be obtained from the Principal at least 48 hours in advance. Days may not be taken immediately preceding or following a vacation period or school holiday without the Superintendent’s approval.

VACATION

All part-time non-certified employees will have the same vacation periods as students. There will be no paid vacation period for any part-time non-certified employee.

FAMILY ILLNESS LEAVE

All part-time non-certified employees are entitled to three (3) pro rated family illness days per year with full pay for critical illness in the immediate family.

SICK LEAVE

All part-time non-certified employees will receive ten (10) pro-rated sick days per school year effective each July 1st. Unused sick leave shall be accumulated from year to year, to a total of eighty (80) maximum days.

BEREAVEMENT

All part-time non-certified personnel shall be entitled to up to five (5) pro-rated days with pay per occurrence for absence due to death in the immediate family. In the event of the death of an employee’s mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepbrother, stepsister, sister-in-law, brother-in-law, aunt or uncle, bereavement leave with pay shall not exceed one (1) pro-rated day