

**MSBA Core Manual
Basic Policy Management Services**

Policy GDBDA: SUPPORT STAFF LEAVES

Status: ADOPTED

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November 21, 2024

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. However, the board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

To the extent permitted by law, the district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time support employees. Regular part-time support employees will receive these leaves in proportion to the full-time equivalent (FTE) they are scheduled to work. For example, employees who work .5 FTE will receive half the number of leave days as full-time employees. This policy does not apply to temporary or substitute employees unless otherwise noted.

1. **Sick Leave** – Any support employees whose assignments call for 12 months of full-time employment will receive ____ days of sick leave. Support employees whose assignments call for full-time employment only during the regular school term will receive ____ days of sick leave. Unused sick leave will be cumulative to ____ sick leave days. An absence of over one through four hours shall be counted as a half-day of sick leave.

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury, or incapacity of the employee. The board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. The Family and Medical Leave Act (FMLA) health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury, or incapacity of a member of the immediate family. The board defines "immediate family" to include:
 - The employee's spouse.
 - The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings, and any other family member residing with the employee.

- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- c. Illness, injury, or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth, and adoption leave in accordance with this policy and the law.

Employees who are ill may be required to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

District employees may not use sick leave during the period they receive workers' compensation for time lost to work-related incidents.

Employees who are members of a retirement system shall remain members during any leave period taken under district sick leave provisions or under workers' compensation. Employees shall also receive creditable service credit for such leave time if they make contributions to the system equal to the amount of contributions that they would have made had they been on active service status.

2. **Personal Leave** – A maximum of 12 days of personal leave will be available per school year. Unused personal leave days do not accumulate.

Absences may be charged against personal leave for the following reasons:

- a. Tax investigation.
- b. Court appearances, unless applicable law or policy provides for paid leave.
- c. Wedding, graduation, or funeral.
- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on Saturday, Sunday, or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy, or the board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- g. Leave for other purposes as approved by the principal.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is

required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

District employees may not use personal leave days during the period they receive workers' compensation for time lost to work-related incidents.

3. **Vacation** – All support staff employed on a 12-month basis will receive _____ weeks of vacation per year. Employees must submit a written request for vacation to their supervisor and receive written authorization before taking vacation days. If the absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year employees may take vacation.

District employees may not use vacation days during the period they receive workers' compensation for time lost to work-related incidents.

4. **Bereavement Leave** – When a death occurs in an employee's immediate family, the employee may take up to five days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The board defines "immediate family" to include:
 - The employee's spouse.
 - The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings, and any other family member residing with the employee.
 - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

After the exhaustion of the five days of bereavement leave, the employee may use personal leave.

Unless otherwise provided, the following leaves will be provided to full-time and part-time support employees.

1. **Holidays** – The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.
2. **Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors, or participate in other district-approved professional growth activities. Professional leave is not considered personal leave and must be approved by the immediate supervisor and arranged well in advance.
3. **Military Leave** – The board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave, or any other rights or benefits. Employees shall provide the district an official order verifying that they are

required to report to duty.

4. **Election Leave** – Employees who are appointed to be election judges pursuant to state law may be absent on any election day for the period of time required by the election authority. Employees must notify the district at least seven days prior to any election in which they will serve as an election judge. Employees will not be terminated, disciplined, threatened, or otherwise subjected to adverse action based on their service as election judges.
5. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination, or loss of wages or salary.
6. **Jury Duty Leave** – Employees will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process, or time spent actually serving on a jury. Employees will not be terminated, disciplined, threatened, or otherwise subjected to adverse action because of their receipt of or response to a jury summons.
7. **Leave for Court Subpoena** – Employees who receive a subpoena directly related to their work duties will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
8. **Firefighter Leave** – Employees will be allowed to use personal, vacation, and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri Disaster Medical Assistance Team-1, Missouri Task Force One, Urban Search and Rescue Team, or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
9. **Crime Victim Leave** – Employees who are crime victims, witness a crime, or have an immediate family member who is a crime victim will not be required to use vacation, personal, or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of the criminal proceeding.
10. **Civil Air Patrol Leave** – Employees who are members of Civil Air Patrol and have qualified for a Civil Air Patrol emergency service specialty or are certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave, or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that employees be

exempted from responding to a specific mission.

11. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave, or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that employees be exempted from responding to a specific mission.
12. **Victims' Economic Safety and Security Act (VESSA) Leave** – Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member, or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period, except that employees of districts with fewer than 50 employees but at least 20 employees will be limited to one workweek of unpaid leave. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. VESSA leave does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court record, or other corroborating evidence. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with law.

Pregnancy, Childbirth, and Adoption Leave

Employees eligible for FMLA leave for the birth, first-year care, adoption, or foster care of a child will have such leave applied in accordance with the FMLA. The district will apply to such absences any applicable paid leave the employee has accrued. Employees whose FMLA leave exceeds their applicable accrued paid leave may use unpaid leave for the remainder of the FMLA absence as allowed by law.

Employees who are ineligible for FMLA leave may take up to six weeks of unpaid leave for the birth, first-year care, adoption, or foster care of a child. The district will apply to such absences any applicable paid leave the employee has accrued. Employees who have not accrued a sufficient amount of paid leave will be provided unpaid leave.

Employees who need additional leave or other accommodations for a limitation related to pregnancy, childbirth, or related medical conditions should communicate their need for accommodation to any person who supervises, manages, or directs any of their work, and the district will afford accommodations as required by law. Additional unpaid leave may be an accommodation under the Pregnant Workers' Fairness Act (PWFA) in some circumstances, but the district will not require employees to accept leave as an accommodation without engaging in an interactive process to determine appropriate accommodations.

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Dent-Phelps R-III School District, Salem, Missouri

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
§ 115.102, RSMo.	State Statute
§ 115.639, RSMo.	State Statute
§ 168.122, RSMo.	State Statute
§ 169.595, RSMo.	State Statute
§ 320.200, RSMo.	State Statute
§ 41.1000, RSMo.	State Statute
§ 41.1005, RSMo.	State Statute
§ 494.460, RSMo.	State Statute
§ 595.209, RSMo.	State Statute
§§ 105.270-.271, RSMo.	State Statute
§§ 285.625-670	State Statute
§§ 320.330-.339, RSMo.	State Statute
Federal	Description
29 C.F.R. § 1604.10	Federal Regulation
29 U.S.C. §§ 2611-2619	Family and Medical Leave Act
29 U.S.C. § 216(c)	Fair Labor Standards Act
42 U.S.C. §§ 2000d-2000d-7	Title VI of the Civil Rights Act of 1964
42 U.S.C. §§ 2000e-1-2000e-17	Title VII of the Civil Rights Act of 1964
42 U.S.C. §§ 2000gg-1 – 2000gg-6	Pregnant Workers Fairness Act

Cross References

Code	Description
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DLB	<u>SALARY DEDUCTIONS</u>
DLB-AF(1)	<u>SALARY DEDUCTIONS - (Payroll Deduction Authorization— Meal Charges)</u>
GBCBA	<u>EMPLOYEE WALKOUTS, STRIKES AND OTHER DISRUPTIONS</u>
HA	<u>NEGOTIATIONS WITH EMPLOYEE REPRESENTATIVES</u>
IC-1	<u>ACADEMIC CALENDAR</u>
IC-2	<u>ACADEMIC CALENDAR</u>