

1 **Charlo Public School District**

2
3 **PERSONNEL**

5321

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4
5 Leaves of Absence

6
7 Sick and Bereavement Leave

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9 Certified employees will be granted sick leave according to terms of the current collective
10 bargaining agreement.

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12 Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA.
13 For classified staff, "sick leave" is defined as a leave of absence, with pay, for a sickness
14 suffered by an employee or an employee's immediate family. "Immediate family" is defined as
15 the employee's children, father, mother, brother, sister, grandparents, grandchild, father-in-law,
16 mother-in-law, brother-in-law, sister-in-law, and members of the employee's household.
17 Nothing in this policy guarantees approval of the granting of such leave in any instance. The
18 District will judge each request in accordance with this policy and governing collective
19 bargaining agreements.

20
21 It is understood that seniority will accumulate while a teacher or employee is utilizing sick leave
22 credits. Seniority will not accumulate, unless an employee is in a paid status. Abuse of sick
23 leave is cause for disciplinary action up to and including termination.

24
25 An employee who has suffered a death in the immediate family will be eligible for bereavement
26 leave. The Superintendent has authority to grant bereavement leave for up to five (5) days.
27 Bereavement leave longer than five (5) days must be approved by the Board. Such leave will not
28 exceed three (3) months unless prescribed by a physician.

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30 Personal and Emergency Leave

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32 Teachers will be granted personal and emergency leave according to terms of the current
33 collective bargaining agreement. Upon recommendation of the Superintendent, and in
34 accordance with law and District policy, classified staff may be granted personal leave pursuant
35 to the following conditions:

- 36
- 37 1. Leave will be without pay unless otherwise stated. If leave is to include expenses
38 payable by the District, leave approval will so state.
 - 39
 - 40 2. Leave will be granted hourly.
 - 41
 - 42 3. Notice of at least one (1) week is required for any personal leave of less than one (1)
43 week; notice of one (1) month is required for any personal leave exceeding one (1) week.
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 - 45 4. With approval of the Board, the Superintendent has the flexibility, in unusual or
46 exceptional circumstances, to grant personal leave to employees not covered by sick or

annual leave. The employee will not receive fringe benefits during any personal leave of greater than fifteen (15) days. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that is acceptable to the insurance carrier. Staff using personal leave will not earn any sick leave or annual leave credits or any other benefits during the approved leave of absence.

Civic Duty Leave

Leaves for service on either a jury or in the Legislature will be granted in accordance with state and federal law. A certified staff member hired to replace one serving in the Legislature does not acquire tenure.

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive regular salary or to take annual leave during jury time. An employee who elects not to take annual leave, however, must remit to the District all juror and witness fees and allowances (except for expenses and mileage). The District may request the court to excuse an employee from jury duty, when an employee is needed for proper operation of the school.

Legal Reference:	42 USC 2000e	Equal Employment Opportunities
	§ 2-18-601(10), MCA	Definitions
	§ 2-18-618, MCA	Sick leave
	§ 49-2-310, MCA	Maternity leave – unlawful acts of employers
	§ 49-2-311, MCA	Reinstatement to job following pregnancy-related leave of absence

Policy History:

Adopted on:

Revised on: