

Personnel - Certificated Employees**PROFESSIONAL STAFF LEAVES AND ABSENCES****Sick Leave**

Ten (10) days sick leave shall be granted per year accumulative to a maximum of sixty (60) days. Employees with a balance of more than 60 days of accumulated leave at the end of the 2013-14 school year will be credited with sixty (60) days of accumulated leave for the 2014-15 school year.

Employees will be eligible to receive the privileges of the sick leave policy to the extent stated in the previous paragraph of this policy when they are absent from work due to their own illness or injury. A doctor's statement may be required.

Upon retirement and application, if qualified, for retirement benefits through the Nebraska Public Employees Retirement System, employees that have been employed by the District a minimum of six consecutive years will be compensated fifty dollars (\$50) per day for up to sixty (60) days of unused accumulated sick leave days, payable in the employee's last payroll check. The rate will be prorated according to full-time equivalency (FTE) for part-time employees.

Family Leave

Accumulated sick leave days may be used for family emergency leave to care for individual(s) in the employee's immediate family when said individual(s) are born, adopted, ill, injured, or deceased (bereavement). Bereavement leave may be used to make arrangements for funeral and related services, attend the funeral, and for emotional recuperation.

Annual maximum of 50 days

Spouse

Annual maximum of 25 days

Children

Annual maximum of 10 days

Mother/Father

Annual maximum of 5 days

Mother/Father-in-law

Brother/Sister

Brother/Sister-in-law

Son/Daughter-in-law

Grandparents

Grandchildren

A maximum of one day of accumulated sick leave per funeral may be used for bereavement to attend services for aunts, uncles, first cousins, nieces, or nephews.

A maximum of two (2) days of accumulated sick leave per year may be used for bereavement to attend services for individuals not specified in family leave above.

Maternity Leave

Covered under sick leave policy and based on doctor's recommendation.

Adoption Leave

Covered under sick leave policy.

Professional Leave

Two days of professional leave will be allowed each year without loss of pay for certified employees. The professional leave must be approved by the building principal. In certain instances, more than two days may be allowed but must be approved by the superintendent.

Personal Leave

Two days of personal leave, accumulative to five days, will be allowed each year without loss of pay for certified employees. Prior administrative notification and approval is required for coordination of substitutes and articulation of the educational program. Emergencies will be taken into consideration. Personal days during the first/last five days of the school year, during parent-teacher conferences, or immediately preceding or following scheduled breaks on the school calendar will be allowed only on a limited basis with prior administrative approval and discretion. Extenuating circumstances will be at the discretion of the building principal.

Jury Duty

Any employee of the district required by law to be absent from work to report for jury duty shall keep any money paid to him/her by the court for serving the jury duty and shall not be subject to any loss of pay, nor loss of any other accumulated days of leave as a result of his/her absence from employment due to such jury duty. Prior administrative notification is required for coordination of substitutes and articulation of the educational program.

Sabbatical Leave

After seven years of employment in the district, certified employees will be eligible to apply for one year's leave of absence without pay or benefits except that the year will not count as a year of service on the salary schedule. The board reserves the right to approve or disapprove each application. The application must be received prior to April 15 for requests for the following school year. Mandated COBRA guidelines provide for continuation of an employee's insurance directly through the insurance carrier during the leave of absence.

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