

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 421
CLASSIFIED STAFF**

LEAVES OF ABSENCE

Each classified employee shall promptly report for work on each working day during their employment in this District. The Board of Trustees recognizes, however, that various circumstances may compel the absence from their duties of classified employees and accordingly establishes the following policy. Whenever an employee's absence fails to qualify for the exemptions of this policy, a deduction shall be made from the employee's salary equal to one day's pay times the number of days of unauthorized absence. Unauthorized absences may be deemed to be evidence of the employee's neglect of duty or insubordination and may be sufficient grounds for dismissal.

A. **Sick Leave**

Sick leave shall be granted for absences caused by the employee's physical disability due to illness or accident, or for the illness, disability, or death of a member of the employee's immediate family. For purposes of this policy, "immediate family" shall include the employee's spouse, children, parents, and siblings, in fact and in law. Any such absence longer than ten work days duration must be verified by a physician's certification, except that the employee's immediate supervisor may, in their discretion, require physician's certification for an absence of shorter duration.

Full-time classified employees (who work an eight-hour day) shall be allowed a maximum of fifteen sick leave days in a school year, any ten of which days may be used for reasons relating to the illness, disability, or death of a family member. Sick leave days are accumulated at the rate of one and one-fourth days for each month of service. There shall be no limit as to the accumulation of sick leave if service is continuous. Sick leave days accumulated beyond any one calendar year may be used only for personal disability; sick leave for reasons of family illness, disability, or death is limited to ten days in any one year.

Part time classified employees (who work a minimum of twenty regularly assigned hours per week) shall receive the same sick leave privileges as full-time classified employees on the following prorated schedule:

Number of daily hours	Number of Sick Leave Hours accumulated monthly
8	10
7 ½	9 ½

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7	8 ¾
6 ½	8
6	7 ½
5 ½	6 ¾
5	6 ¼
4 ½	5 ½
4	5

The number of sick leave hours which may be used by the part-time classified employee for reasons of family illness, disability, or death shall be two-thirds of the total sick leave hours accumulated in one calendar year. Any unused sick leave may be accumulated during continuous service in this District.

Sick leave earned in any other School District or place of employment may not be transferred to this District.

The value of their accumulated unused sick leave shall be paid to the estate of any classified employee who dies while in the employment of this District at the rate of the said employee's daily wage at time of death, for a maximum of 60 days.

Classified employees who retire or voluntarily terminate will be paid for a maximum of 140 days of accrued unused sick leave according to the following schedule:

At least 10, but less than 15 years of service – 14% of daily rate of pay

At least 15, but less than 20 years of service – 16% of daily rate of pay

Twenty or more years of service – 18% of daily rate of pay

B. Paid Leave for Personal Business

Classified employees are entitled to one day of paid personal leave each year. Requests for paid personal leave shall be made not less than ten working days in advance of the requested leave, except in emergencies. Paid personal leave is subject to the approval of the employee's supervisor and may not be accrued or carried over from one year to the next.

C. Unpaid Personal Leave

The Board of Trustees will permit the authorized absence of classified employees beyond that permitted by paid personal leave only when such absence is for good cause and cannot reasonably be avoided. Absence to permit the employee to comply with an order of court or to conduct important legal business will be deducted from the employee's salary on a per diem basis, except where the Board specifically waives such deductions.

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Requests for authorization of unpaid personal leave shall be made no later than ten work days in advance of the requested leave, except, where exigent circumstances do not permit advance notice, request for authorization shall be made as soon as possible and no later than ten days after the first day of absence. Requests must be approved by the employee's supervisor or principal and may be granted only by the Superintendent, who shall consider the employee's length of service, previous record of absence other than for personal illness, and the purpose for the requested leave.

The release of classified employees for short periods of time during the school or workday may be approved by the supervisor or principal for good cause. The supervisor or principal shall not approve recurring release.

D. Military Leave

Service in the military forces in accordance with NRS 281.145 will constitute authorized leave with pay. Verification of such military service may be required from the employee's commanding officer.

E. Jury Duty

A classified employee called for jury duty shall be entitled to authorized leave with pay. While on jury duty and unless they are sequestered, a classified employee shall report daily to their immediate supervisor as to the jury's schedule for the following work day and shall suffer loss of pay if employee fails to report to work when excused from jury duty for a day or more.

F. Maternity Leave

Pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery there from and any temporary disability resulting there from shall be treated as any other temporary disability for all job-related purposes under the provisions of sick leave.

G. Leave of Absence Without Pay

Leave of absence without pay for an extended period of time not to exceed one year may be granted by the School Board to classified employees who have completed at least three continuous years of service with the School District for such reasons as the Board may deem appropriate. Requests must be submitted in writing at least 30 days in advance of the requested leave.

All classified employees who are on leave of absence without pay must notify the personnel office, in writing, of their intent to return at least 60 calendar days before the scheduled date of return. Failure to comply will terminate the re-employment agreement.

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In the event that the original request for leave has not been complied with, the employee must submit in writing the reasons for non-compliance. In the event of non-compliance, the School Board, at its discretion, may terminate the agreement to re-employ.

Classified employees granted a leave of absence will return to the same grade and step on the classified salary schedule. The employee shall also be credited with the unused sick leave accumulated at the time the leave of absence was granted.

Adopted: August 29, 1979

Revised: August 12, 1986