

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROFESSIONAL STAFF
4431 / Page 1 of 5

EMPLOYEE LEAVES

The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4430 - Leaves of Absence, Policy 4430.01 - Family & Medical Leaves of Absence ("FMLA"), and the Support Staff / Transportation Staff Handbooks.

Attendance - Regular attendance is required of every District employee. It is the employee's responsibility to be ready to begin his or her professional duties on time each day and to return on time from scheduled breaks. Repeated tardiness or failure to report absences before the start of the work shift may result in ineligibility for paid leave and/or disciplinary action, such as pay reduction, suspension, demotion, or termination.

When requesting unpaid time off, please complete the Time Off Request Form and submit to your Supervisor/Administrator and the Human Resource Director. Support Staff are reminded to enter your request into Frontline Absence Management, Employee Access, and True Time if required. This would include Sick, Personal, Funeral, Unpaid and Comp Time.

TYPES OF LEAVES: *(Please refer to Support Staff / Transportation Staff Handbooks for specific support staff benefits)*

Sick Leave - Eligible sick leave absences shall include personal illness or illness within the immediate family of the employee. Immediate family is defined as parents, spouse, child, father-in-law or mother-in-law. This does not include pets. Administration may request a medical excuse, or a return-to-work note when gone from work. Accumulated sick time will follow a staff member transitioning into a new position at the discretion of the District Administrator.

All sick leave is pro-rated based on an employee's FTE. All qualifying employees shall have annual sick leave allotments awarded on their date of hire and July 1st of each year thereafter; however, sick days shall be considered to accrue to an employee on a monthly basis. Any employee who separates from employment with the District who has used sick pay in excess of the amount actually earned and accrued as of the date of separation will have the cost of such excess unearned sick withheld from their last paycheck.

Personal Leave – Administration must be notified at least five (5) school days in advance for any requests for personal days except for in emergency situations.

All personal leave is pro-rated based on an employee's FTE. All qualifying employees shall have annual personal leave allotments awarded on their date of hire and July 1st of each year thereafter; However, personal leave shall be considered to accrue to an employee on a monthly basis. Any employee who separates from employment with the District who has used personal leave in excess of the amount actually earned and accrued as of the date of separation will have the cost of such

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROFESSIONAL STAFF
4431 / Page 2 of 5

excess unearned personal days withheld from their last paycheck.

Funeral Leave – Funeral Leave is available to Support Staff. *(Please refer to Support Staff / Transportation Staff Handbooks for specific support staff benefits)*

Jury Duty - An employee shall notify their Supervisor immediately upon receipt of a summons for jury duty or a subpoena that requires a court appearance in state or federal court.

When an employee is called for jury duty or subpoenaed to appear in state or federal court during the school year, the employee shall receive his/her regular salary for each day of absence. No leave will be charged to the employee as a result of jury duty or testimony pursuant to a subpoena. Employees must return to work immediately if not selected for jury duty on those days called.

The employee shall remit to the Board of Education the compensation paid to him/her, less mileage, for such jury duty or witness fee no later than the close of the pay period. All expense or other liabilities incurred by the employee as a result of jury duty or testimony pursuant to subpoena will be the total responsibility of the employee and not the Board of Education.

Unpaid Leave -The Director of Human Resources may grant short leaves of absence, without pay.

- Employees must use paid time off prior to taking deduct/unpaid leave
- **Staff must submit an unpaid time off request form through Frontline Central. This form can be found on your homepage under Self-Service Forms.**
- All requests for a leave of absence must be made fifteen (15) days in advance of the leave.
- Unpaid leaves of absence, that are not subject to FMLA, may be granted on an exceptional basis to employees for rare circumstances and when it does not conflict with the best interest of the District. The HR Department will be responsible for approving unpaid leave after consideration is given to the following: ability to operate effectively in the absence of the employee requesting leave; the reason for the leave; the direct supervisor's input; and need/availability of substitute coordination.
- The Director of Human Resources may approve additional unpaid leave at any time at their discretion.
- Any approved unpaid absences must be recorded in Frontline Absence Management.

FMLA- Family Medical Leave- please refer to Policy #4430.01

Return to Work – Upon return to work, employees absent for more than three (3) consecutive work days due to illness or injury, must provide a physician's certificate or other written statement showing the cause or nature of the illness or injury and release for duty and any medical restrictions. Other medical procedures leading to work restrictions should include a physician certificate.

OTHER TYPES OF LEAVES:

Military Leave - Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROFESSIONAL STAFF
4431 / Page 3 of 5

Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee.

Any compensation received for absences under this section shall be reduced by the amount the employee is paid for required service.

Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver - A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

Organ Donor Leave - A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROFESSIONAL STAFF
4431 / Page 4 of 5

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

Leave for Voting - A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

Election Official Leave - The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

Leave to Testify - Any employee who is issued a subpoena to testify in a legal proceeding shall be provided the following:

1. If the proceeding relates to matters under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee immediately notifies the District Administrator of receipt of the subpoena (see Policy 8325 – Receipt of Legal Documents by District Employees);
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena (see Policy 8325 – Receipt of Legal Documents by District Employees).

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

PROFESSIONAL STAFF
4431 / Page 5 of 5

Legal References:

6.76, 7.33, 103.88, Wis. Stats.

Reference: Current Contractual Staff Handbook

© NEOLA 2024