

## STAFF PERSONNEL

### Series 400

#### POLICY TITLE EMPLOYEE LEAVE OF ABSENCE

No. 409.2

The board will offer the following leave to full-time regular licensed employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave – Leave to care for a sick member of the employee's immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Adoption Leave – Leave for an employee who legally adopts a child
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office
- Unpaid Leave – To excuse an involuntary absence not provided for in other leave policies of the board.

The board will offer the following leave to full-time regular classified employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
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- Bereavement Leave – Leave to mourn the loss of a family member or close friend
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- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
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The provisions of each leave offering will be detailed in the Employee Handbook.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

#### Legal Reference:

29 U.S.C. §§ 2601 et seq.

Pub.L. 116–127

29 C.F.R. §§ 825; 826.

Iowa Code §§ 20; 29A; 55; 85; 216; 279.40; 607A.

*Whitney v. Rural Ind. School District*, 232 Iowa 61, 4 N.W.2d 394 (1942).

*Bewley v. Villisca Community School District*, 299 N.W. 2d 904 (Iowa 1980).

Cross Reference:     403.2   Employee Injury on the Job  
                          409.3   Licensed Employee Family and Medical Leave  
                          409.8   Licensed Employee Unpaid Leave

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