

1 **Potomac Elementary**

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3 **PERSONNEL**

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5 Leaves of Absence

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7 Sick and Bereavement Leave

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9 Certified employees will be granted sick leave according to terms of their teaching contract.

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11 Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA. For
12 classified staff, “sick leave” is defined as a leave of absence, with pay, for a sickness suffered by an
13 employee or an employee’s immediate family. “Immediate family” shall mean the employee’s spouse
14 and children residing in the employee’s household. The time that an employee is unable to perform job
15 duties because of:

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17 • A physical or mental illness, injury, or disability;
18 • Maternity or pregnancy-related disability or treatment, including a prenatal care, birth, or medical
19 care for the employee or the employee’s child;
20 • Parental leave for a permanent employee as provided in § 2-18-606, MCA;
21 • Quarantine resulting from exposure to a contagious disease;
22 • Examination or treatment by a licensed health care provider;
23 • Short-term attendance, in an agency’s discretion to care for a person (who is not the employee or
24 a member of the employee’s immediate family) until other care can reasonably be obtained;
25 • Necessary care for a spouse, child or parent with a serious health condition, as defined in the
26 Family and Medical Leave Act of 1993; or
27 • Death or funeral attendance of an immediate family member or, at an agency’s discretion, another
28 person.

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30 Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will
31 judge each request in accordance with this policy and governing collective bargaining agreements.

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

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37 An employee who has suffered a death in the immediate family will be eligible for bereavement leave.
38 Bereavement leave must be approved by the Board. Such leave will not exceed three (3) months unless
39 prescribed by a physician.

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41 Personal Leave

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43 Teachers will be granted personal and emergency leave according to terms of the current collective
44 bargaining agreement. In accordance with law and District policy, classified staff may be granted personal
45 leave pursuant to the following conditions:

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47 1. Leave will be without pay unless otherwise stated. If leave is to include expenses payable by the
48 District, leave approval will so state.
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50 2. Leave will be granted only in units of half (½) or full days.

- 3. Notice of at least one (1) week is required for any personal leave of less than one (1) week; notice of one (1) month is required for any personal leave exceeding one (1) week.
- 4. The Board may 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.

Association Leave

The District may grant leaves, subject to the recommendation of the Principal and approval by the Board, to employees for the purpose of attending meetings or conferences that will increase the employee’s knowledge or skills for the job. These leaves may be with or without pay, at the discretion of the Principal. Travel expenses may be reimbursed at the discretion of the Board, and recommendations from the Principal.

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:

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