

PERSONNEL

Leave of Absence

The District provides leave to its employees pursuant to Montana law, collective bargaining agreements and individual contracts. Those employees in paid leave status continue to accrue seniority and are eligible for District benefits. Employees in unpaid leave status do not accrue seniority and may not be eligible for benefits through the District.

Sick Leave

Certified employees will be granted sick leave according to terms of their collective bargaining agreement. Administrators shall be granted sick leave pursuant to the terms of their individual contracts. Classified employees shall be granted sick leave pursuant to Montana law governing public employees. Unless otherwise stated by contract, “sick leave” means a leave of absence, with pay, for an illness suffered by an employee or his or her immediate family. “Immediate family” means the employee’s spouse, domestic partner, parents, siblings, children and like relations of the spouse or domestic partner. A maximum of ten (10) days of accumulated sick leave may be used per year because of death in the immediate family

If the District has established, either through collective bargaining or through policy, a sick leave fund, employees may contribute any portion of the employee's accumulated sick leave or accumulated vacation leave to a nonrefundable sick leave fund and become eligible to draw upon the fund pursuant to the rules established for the fund.

Bereavement Leave

Employees covered by a collective bargaining agreement will be granted bereavement leave according to the terms of their collective bargaining agreement. Other employees shall be allowed up to five (5) days of bereavement leave for deaths in the immediate family (employee’s spouse, domestic partner, parents, siblings, children, grandparent, grandchild and like relations of the spouse or domestic partner). In the event the employee needs additional bereavement time, an additional leave of up to five (5) days may be awarded at the discretion of their immediate supervisor. One (1) day of bereavement leave may be granted to allow an employee to attend a funeral of a family member who does not meet the criteria of “immediate family”. Any leave categorized as bereavement leave shall be without loss of pay.

Personal and Emergency Leave

Certified employees will be granted personal and emergency leave according to the terms of their collective bargaining agreement. Administrators will be granted personal and emergency leave pursuant to the terms of their individual contracts, or at the discretion of the Superintendent. Classified staff may be granted personal and emergency leave

pursuant to the terms and conditions stated in their collective bargaining agreement or current classified staff handbook. Personal and emergency leave is without pay unless otherwise stated in the applicable collective bargaining agreement.

Civic Duties Leave

Employees shall be granted leave (with or without pay) for service on a jury, holding public office, or in response to a subpoena, in accordance with state law. The District will notify employees who were granted paid leave of any reimbursement requirements in the employee handbook.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal and state regulations regarding the employee's return to service following military leave.

Vacation Leave

Administrators will be granted vacation leave pursuant to the terms of their individual contracts and Montana law. Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion and/or subject to the terms of the collective bargaining agreement, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Legal References:	§ 2-18-601, MCA	Definitions
	§ 2-18-611, MCA	Annual vacation leave
	§ 2-18-617, MCA	Accumulation of leave -- cash for unused -- transfer
	§ 2-18-618, MCA	Sick Leave
	§ 2-18-619, MCA	Jury duty – service as witness
	§ 2-18-620, MCA	Mandatory leave for employees holding public office – return requirements
	2.21.222, ARM	Calculating Annual Vacation Leave Credits

Cross References:

Policy History:

Adopted on: 9.8.2015

Revised on: