

PERSONNELLeaves 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 their immediate family, or death or funeral attendance of an immediate family member. “Immediate family” means the employee’s spouse, domestic partner, parents, siblings, children and like relations of the spouse or domestic partner.

The District has established, either through collective bargaining or through this policy, a sick leave fund, allowing employees to contribute a portion of the employee's accumulated sick leave or accumulated vacation leave to a refundable sick leave fund. Approved recipients may 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. In addition to being allowed to use sick leave as bereavement leave, other employees shall be allowed up to five (5) days of paid personal 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 personal leave time, an additional leave of up to five (5) days may be awarded at the discretion of their immediate supervisor. One (1) day of personal 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”.

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](#)
 [§ 2-18-611, MCA](#)
 [§ 2-18-617, MCA](#)
 [§ 2-18-618, MCA](#)
 [§ 2-18-619, MCA](#)

Definitions
Annual vacation leave
Accumulation of leave -- cash for unused -- transfer
Sick Leave
Jury duty – service as witness

Cross References:

Policy History:

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