

CLASSIFIED LEAVE POLICY OVERVIEW

The following is an overview of the leave policies that are available to Jordan School District classified employees. For a complete copy of District Policies, please visit:

<http://policymanual.jordandistrict.org>

For a complete list and copy of leave forms, please visit workatjordan.org/leaves/.

Employees can view available leave day balances by logging onto Skyward Employee Access.

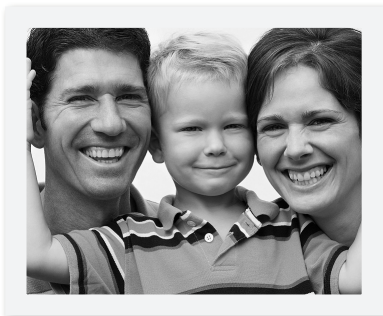
In accordance with the Americans with Disabilities Act, Jordan School District seeks to provide reasonable accommodations to afford equal employment opportunity to qualified disabled individuals. Information on how to request a reasonable accommodation is available online at . . .

www.jordandistrict.org/resources/compliance

under the ADA Accommodation Request section or by contacting the Human Resource Department at 801-567-8150.

DP 322 – Family Medical Leave Act

As allowed under Federal Law, employees who meet eligibility requirements (one year of employment and 1250 hours worked in the preceding 12 months) may be granted leave for a maximum of 12 weeks in a



school year and may be a combination of paid and unpaid leave. During this leave, the District will continue to cover its portion of the medical insurance

benefits. Eligible employees must use all accrued leave days concurrently with FMLA leave, within the provisions of District leave policies. If an employee has exhausted all leave benefits, the remaining FMLA leave will be unpaid. This leave may be used intermittently when medically necessary.

Employees must provide notice at least 30 days prior to the start of leave (or as soon as possible, if leave is unscheduled) and submit necessary forms and health care provider statements to Human Resources. Following FMLA, an employee must return to work for a minimum of thirty (30) days, or the District may recover the health insurance premiums paid if unpaid leave was taken. The designated FMLA period used by Jordan School District is based on a fixed 12-month period beginning July 1 and ending June 30.

DP 326 NEG – Sick Leave

Sick leave is intended to be used to attend to the medical needs of an employee such as, for the recovery from

illness, to attend doctor's appointments, accidents, surgery, or maternity.

Employees requiring *more than 3 days* off work may use sick leave in combination with FMLA leave and must complete a (1) leave request along with (2) supporting medical documentation and (3) certification of fitness for duty in order to return to work. A building principal or department director may require supporting medical documentation for absences lasting fewer than three days. Employees who use accrued leave for maternity may only do so for the *medical recovery period* (typically six weeks as recommended by the medical profession).

Family Sick – An employee may use up to three days of his/her own accumulated sick leave to attend to the health care needs of immediate family members.



The following may necessitate a request for FMLA leave:

*Critical Family Leave** – Employees who have used all family sick, vacation, and at least two (2) personal leave days may apply to use a maximum of twelve (12) days of sick leave to care for a critically ill member of the immediate family or a critically ill person residing on a permanent basis in the employee's home.

*Sick Leave for Adoption** – Employees may apply for critical family leave and use up to twenty (20) days of their own accrued sick leave to take actual custody of the child.

*Employee-Funded Sick Leave Bank** – Employees who have a serious, long-term illness and who have donated one sick leave day annually to the Employee-Funded Sick Leave Bank may apply for days from the Sick Leave Bank. Employees must have missed 15 workdays and exhausted all accrued leave days prior to utilizing approved days for days from the Sick Leave Bank. The number of Sick Bank days available is dependent upon years of service as outlined in this policy. Employees wishing to opt out of donation to the Sick Leave Bank must do so by September 1st of each year. The Sick Leave Review Board meets monthly.

*Must be approved. Submit request and verification to HR.

DP 330B NEG – Bereavement Leave

Employees are granted up to eight (8) days absence, without pay deduction, in the event of the death of a husband, wife, daughter, or son. Employees are

granted up to three (3) days absence, without pay deduction, in the event of the death of the employee's or spouse's father, mother, grandchild, brother, sister, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or other person residing in the employee's home.

If the death of the employee's mother or father results in the loss of the only remaining parent, up to three (3) days may be taken to deal with estate issues. These days must be taken within one (1) calendar year of the parent's death.



DP 334 NEG – Military Leave

A military leave of absence will be granted to employees upon the filing of letters of appointment or official orders with the Human Resource Department.

All National Guard and Reserve members are required to provide a copy of orders, the annual drill schedule, or other type of documentation to the District as soon as available and, if possible, before the commencement of military leave. A DD214 must be supplied at the end of applicable military leave.

DP 335B NEG – Personal Leave

Each eligible employee in the District is given two (2) days per year for personal leave at no cost to the employee. Employees may accumulate unused personal leave days. An employee may not use more than five (5) accumulated personal leave days in a contract year.

Personal leave should not be taken before or after a holiday or during the first five days and last five days that students are in school, except under conditions outlined in this policy.

DP 336B NEG – Leave of Absence (1 YEAR)

The Board recognizes that there are times when an employee could benefit from a one year leave of absence. If the Board authorizes one year leave of absence for the contract year, this leave could be used for any purpose which is substantially different from the employee's current job assignment or duties, but may not be used to enable an employee to take similar employment with another district, company, organization, etc., within the State of Utah.

DP 337B NEG – Leave of Absence (15 DAYS-Unpaid)

In the event that an employee has a **serious or compelling need for a leave of absence**, a request may be made in writing to the Principal/Director and the Area Administrator. This request must be made and

approved prior to leave being taken. After due consideration, the request will either be granted or denied. Employees shall not be granted more than fifteen (15) days leave of absence under this policy in any three-year period. Leaves of absence granted under this policy shall be without pay.

DP 354B NEG – Attendance Incentive

Jordan District pays an attendance incentive to contracted nonprovisional employees who have two or fewer sick, family sick, or unpaid leave absences during the school year. Attendance incentive amounts are calculated based on the number of eligible employees and number of absences.

DP344 – Vacation Schedule

All employees who are employed full-time on a twelve-month basis are eligible to participate in the vacation program. The vacation accrual schedule is outlined in this policy. No vacation time will be allowed before the vacation days have been earned. Vacation days may not be accumulated from one year to the next.

DP 370 NEG – Alternative Leave

Each eligible classified employee is allowed one (1) day of alternative leave per year. Employees taking alternative leave will be deducted 40 percent of their daily rate. Alternative leave may not be used immediately before or after a personal leave day.

Special Note: The distribution of leave benefits varies based on the length of the workday outlined in the contractual agreement (average number of hours an employee is expected to work each day). Any contracted employee working less than 1.0 full time equivalent should review the "Sick Leave Allowance" and "Leave Time Clarification" information located on the Payroll web page under the Guidelines subsection. (<http://jordandistrict.org/departments/payroll/index.htm>)



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