

Military Leave: Leaves of absence for service in the Armed Forces of the United States shall be granted in accordance with s.45.50 Wis. Stats.

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Jury Duty: Each employee will be released to serve jury duty without loss of pay or other benefit. The employee will receive the employee's normal daily pay from the District for each day the employee is absent because of being on a jury panel or serving jury duty. The employee will turn over to the District the fee paid by the court to the employee for serving on a jury up to the value of the employee's normal daily wage. Meal and travel allowances provided by the court shall be retained by the employee. Employees are expected to report to work if Jury Duty is cancelled.

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Personal Leave: Employees that work five (5) days per week and more than thirty (30) hours per week may take two (2) days (Part-time employees may take one (1) day) of paid personal leave per year upon approval by the District Administrator or his/her designee. This leave will be deducted from accumulated sick leave. Employees who have accumulated 75 sick days will be entitled to an additional personal day. The additional personal day will be used first. This day will not be deducted from sick leave. All personal days are non-cumulative.

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Employees must request personal leave at least three (3) days before the leave is taken unless an emergency situation exists and then a reasonable time of advance notice shall be allowed. Personal Leave may be limited to two (2) employees per day.

Leaves of Absence (Policy #4430)

Leave of Absence: All requests for unpaid leaves of absence of five (5) or more days by support staff members shall be presented to the Board for approval. Requests for unpaid leave of up to five (5) days shall be presented to the District Administrator for approval.

FMLA (Family Medical Leave Act): According to Law; gives up to 12 weeks, in a calendar year, of leave for serious medical conditions, including pregnancy, where accumulated sick leave may be applied and health insurance remains intact for qualified employees. (See policy #4430.01)

EFMLEA (Emergency Family Medical Leave Expansion Act) (Policy #3430.02) - This emergency leave act is effective through December 31, 2020 and is related to the coronavirus pandemic and related public health emergency.

Commented [NS5]: Added 8/26/2020

RETIREMENT

The Board shall contribute to the Wisconsin Retirement Plan (WRS) for all eligible employees; WRS determines eligibility.

Any employee, with fifteen (15) years of service in the District, who elects to retire from active employment in the School District of Shiocton at the age of 55 or older, shall be entitled to receive \$50 per day at the time of retirement for each day of unused accumulated sick leave, not to exceed the maximum number of days allowed to be accrued (see Page 5). The amount of money generated by this formula will be paid out in one lump sum within 30 days of the last day worked.

Sick leave will not be granted until the employee has completed one (1) full day of work (i.e. worked the full shift as scheduled).

Sick leave is to be taken in half day or full day increments.

Any employee who will be absent on a given day must notify the AESOP substitute caller as soon as possible. Due to the nature of assigned work, the Director of the Shiocton Child Care Center (SCCC) may, at his/her discretion, request a staff member provide a doctor's note upon the use of a single sick day IF the reason for the sick day can or may be attributed to a communicable illness such as but not limited to Influenza A/B, hand/foot/mouth, strep, or pink eye. In the event such request results in a co-payment for the employee, the District will reimburse said amount upon the presentation of a paid receipt.

Commented [NS3]: NEW

The employee must report the reason for absence from work, as soon as possible. The employee must keep the District informed and the District may ask the employee as to when he/she shall return to work.

The leave will be computed and accumulated on July 1 of each year and be based at the employees' regular rate and hours actually worked per day (i.e. an employee who works six and a half (6.5) hours per day will receive six and a half (6.5) hours of pay per sick leave day). In the event of separation prior to the completion of the full year (retirement or resignation), sick days will be prorated for the period worked. Any overpayment as a result of unearned sick days used will be deducted from the employee's last check(s).

~~The District reserves the right to require a statement from a healthcare provider to verify the use of sick leave after three (3) or more consecutive days of absence and/or absences that are deemed questionable by the District Administrator. Upon the third consecutive day of absence, a doctor's note confirming the staff member's ability to return to work will be required.~~

Commented [NS4]: NEW

EPSLA (Emergency Paid Sick Leave Act) (Policy #3430.03) - This emergency act is effective through December 31, 2020 and is related to the coronavirus pandemic and related public health emergency.

Funeral Leave

A support staff member may be allowed up to three (3) days leave due to death of a member of his/her immediate family* (and/or significant others). More days may be added at the discretion of the District Administrator. Any additional days that may be approved will be charged against the individual's sick leave days.

* "Immediate family" is commonly defined as one generation up and one generation down, including in-laws.

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Unpaid Leave

Application: Employees who wish to absent themselves from employment must make application for a non-paid (unpaid) leave of absence from the Employer. Such requests for an unpaid leave of absence of one (1) day or more shall be made in writing at least thirty (30) days prior to the start thereof. In the event of extenuating circumstances, the thirty (30) day notice

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