

BOARD POLICIES	METRO TECHNOLOGY CENTERS STAFF LEAVES AND ABSENCES (BP-7014)	The on-line version of the procedure in official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

The District shall provide paid and unpaid leaves of absences for employees only as listed below:

- A. All types of leave, other than sick or personal, shall be requested and approved in advance. Forms documenting sick or personal leave must be completed on the first day of return to work.
- B. Any contradiction to this policy found in a negotiated agreement shall prevail against that part of this policy for persons covered by that negotiated agreement.
- C. Policy BP-7015, Family and Medical Leave, shall apply when appropriate.
- D. Immediate family.
- E. Employee means full-time employee.
- F. Any absence over three (3) days for sick leave used in one fiscal year shall require certification to determine if it qualifies under family and medical leave.
- G. Exempt employees shall be charged leave in one-half (1/2) day increments.
- H. Paid Leave:
 - 1. **Bereavement Leave:** Employees will be allowed up to five (5) consecutive workdays of bereavement leave, without loss of pay, following the death of a member of the immediate family. Immediate family, as used for bereavement leave purposes, shall be defined as the employee's spouse, parent or guardian, child, brother, sister, grandparent, grandchild, aunt, uncle or each similar relationship as established by marriage.

Bereavement outside the immediate family that seems to merit special consideration may be described in writing to the immediate supervisor. If the supervisor approves the request, it should be forwarded to the assistant to the superintendent for human resources, who is authorized to approve bereavement leave chargeable to sick leave.
 - 2. **Disability Leave:** During the term of employment, the District shall provide long-term disability insurance coverage for all full-time employees not represented by a bargaining unit. Disability insurance protection will become effective after the employee has been disabled for ninety (90) days and has exhausted all paid sick leave. Disability insurance coverage will terminate for the employee on the last day of employment. Exact terms of long-term disability insurance coverage will depend on the contract the District has with

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the insurance company.

3. **Holidays Paid:** Regular full-time employees who work a 12-month work year shall receive paid holidays. The Board shall establish the holidays each year when it adopts the District calendar. To qualify for a paid holiday, the employee must be employed by the District both before and after the holiday. Employees who are not actively at work or on approved paid leave are not eligible for holiday pay for any District-paid holiday which occurs during their absence.

Qualified employees will be entitled to observe as paid holidays those days when the Central Administrative Offices are closed for a holiday.

4. **Legal Leave:** Employees subpoenaed as a witness by a Court or selected for jury duty shall not have their pay reduced for such duty but shall remit any fee received to the District. Fee does not include expense reimbursement, which the employee shall retain.
5. **Military Leave:** Employees requesting a military leave must submit a copy of their travel orders along with the Request for Leave form. Military leave without loss of pay shall be determined by the appropriate Oklahoma law.

At no time shall any employee on military leave be at risk of losing employment at Metro Tech if called to duty for the specific purpose of meeting a declared national or state emergency.

6. **Personal Business:** Upon written request, employees shall have the right to use four (4) days of leave per year to conduct business or for an emergency. Personal business leave shall not be granted for participating in political or social problem activities, seeking or interviewing for other employment, performing a service for compensation, participating in professional activities, for entertainment, for recreation, or for vacation.

If an individual is employed by the District for less than one-half (1/2) of the current contract year, the employee will only be entitled to use one-half (1/2) of the personal business days allotted during that contract year.

7. **Professional Leave:** Upon application to and approval by the immediate supervisor, employees may be granted professional leave days to attend conferences, workshops, and professional meetings; provided, any such request that is for out-of-state activity must have the prior approval of the superintendent.

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With the application for professional leave, the employee shall provide proper documentation detailing the type of conference, workshop, or professional meeting.

Professional leave shall not be granted to attend political conventions or participate in political activities, to attend a regularly scheduled college or university class unless specifically requested by the associate/assistant superintendent and approved by the superintendent, to attend or participate in union-related activities or to attend or participate in activities not falling within the definition of professional leave. Other cases that seem to merit special consideration may be referred in writing to the appropriate associate/assistant superintendent for approval. Such requests must be approved by the immediate supervisor.

8. **Discretionary Leave:** Employees shall have the right to use one (1) paid day of non-accumulation discretionary leave per contract year.
9. **Sick Leave:** All employees can be absent without pay loss due to personal illness, injury or pregnancy of the employee; illness, injury or pregnancy of members of the immediate family; or medical and dental appointments, under the following limitations.

Accumulation - Sick leave is provided in the amount of one (1) day for each contract month. The right to such leave shall vest at the beginning of the school year, except that probationary classified employees shall accrue one (1) day of leave for each month worked with vesting accruing at the time of accumulation. Sick leave shall accumulate from year to year up to a total of one hundred twenty (120) days as long as the employee remains continuously employed by the District.

Employees who had an accumulated sick leave balance in excess of one hundred twenty (120) days prior to July 1, 1985, will maintain the accumulated balance and will earn an annual allocation at the beginning of each contract year. Any unused annual allocation which exceeds one hundred twenty (120) days at the end of the year, shall not be carried forward; however, a separate retirement sick leave accrual will be maintained for those days in excess of one hundred twenty (120).

Employees whose employment begins after the start of their contract year will be credited with sick leave benefits proportional to the number of months remaining in the contract year at the beginning of their employment except that probationary classified employees shall accrue one (1) day of leave for each month worked with vesting accruing at the time of accumulation. Sick leave, actually accumulated, shall be transferable from another school district, to a maximum of sixty (60) days, when the employment from that

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school district to this District is without a break, other than for District out-of-school days.

An employee must work or be on approved paid leave one-half (1/2) of the scheduled working days in a month to receive sick leave credit for that month.

Verification: To return to work after an absence extending longer than one (1) consecutive week, employees must have a physician's statement indicating that they are able to return to work.

The District may make an investigation at any time there is evidence that sick leave is not being used for the purpose intended. If an employee abuses the sick leave policy, he/she shall be subject to disciplinary action and/or dismissal.

Bonus: At the end of each contract year, employees will receive one (1) additional sick leave day for every twenty-four (24) sick leave days accumulated. Bonus sick leave days earned will not be counted as part of the annual allocation but will be added to the total accumulated days. The total accumulated days plus bonus days shall not exceed one hundred twenty (120) days, except for retirement sick leave accrual purposes.

Employees who resign after seven (7) or more years of service to the District shall be paid \$40.00 for each day of accumulated sick leave, provided that sick leave accumulated for retirement purposes only shall not be included for pay.

Employees who are non-renewed or terminated by the Board or who did not complete their employment contract will not be entitled to payment for accumulated sick leave.

Retirement Sick Leave Accrual: The superintendent is hereby directed to cause a record to be created for each employee that sets forth the actual number of unused sick leave days each employee has to his/her credit at any one time in excess of one hundred twenty (120) days. Said total shall include all unused days of sick leave credited to said employee in this District, including all days accumulated and reported from any other district. This total shall be used only for reporting to the Oklahoma Teacher's Retirement System (OTRS) for retirement purposes, subject to approval by the OTRS. Said total shall in no way affect the total amount of sick leave days that an employee may use. No sick leave days placed in this accrual file shall ever be transferred for any other use of any person.

The employee is responsible for all reporting by any other district. Said reporting by any other district must be in writing, on the district's letterhead,

and notarized.

10. **Annual Leave:** Annual leave shall be requested by the employee. Annual leave may be denied if the absence of the employee would impair the ability of the department to accomplish its assigned function. Requests for annual leave shall be submitted and approved in advance of the requested absence.

Allowable annual leave shall be as follows: The maximum days accrual shall be thirty (30) days, as set forth:

Confidential, Administrative/Professional/Technical, 12-month

0-3 years	1.25 days/month
3-6 years	1.5 days/month
6+ years	1.88 days/month

Non-certified, 12-month

0-5 years	1.5 days/month
5-6 years	1.75 days/month
6+ years	1.88 days/month

The maximum allowable number of annual leave days that may be scheduled at any one time shall be the total number of days that an employee has accrued. Annual leave days will not be scheduled in units smaller than one-fourth (1/4) day for non-exempt employees or one-half (1/2) day for exempt employees.

Absence of an employee on annual leave is considered time served when computing earned annual leave vacation. Annual leave days will not be accrued for absences not included as paid herein. Holidays will not be charged against an employee's vacation time when the holiday occurs during regularly scheduled annual leave periods.

Employees who resign, are laid off, or non-renewed shall be paid for accrued annual leave at the regular daily rate of pay. Employees who are dismissed for cause will not be entitled to annual leave pay.

Resignation: It shall be the policy of this Board that no accrued vacation shall be paid by this District unless at least two (2) weeks notice of resignation is received from an employee. The administration shall have authority to place any resigning employee on annual leave after notice of resignation if it is in the best interest of the District.

Official vacation records shall be maintained by the Human Resources Department.

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11. **Workers Compensation:** Workers compensation leave shall be determined by statute. Employees who are not represented by a bargaining unit, who are injured in the line of duty and are disabled by a physician may be absent without loss of pay or leave for the first three (3) days that they are disabled.
12. **Extended Leave of Absence – Unpaid:** An employee shall not be eligible to apply for an extended leave of unpaid absence until the employee has been employed as a full-time regular employee for two years. Extended leaves of unpaid absence are non-cumulative, but, unless otherwise required by law, shall be for one (1) contractual year or for the remainder of the contractual year if the year has already begun. Renewal of unpaid leaves of absence may be granted for one (1) additional year. Requests for reinstatement extension of unpaid leave of absence must be filed on or before April 15 for the following contractual year. An employee failing to submit a request for reinstatement form or an extension of a leave of absence terminates affiliation with the District at the expiration of the leave. Reinstatement may be approved during the period of the leave if the service of the employee is needed. An employee on unpaid leave of absence will not accrue sick leave or vacation days, nor lose days already accrued but unused. An employee shall complete three (3) additional years of qualifying service with the District before becoming eligible for another extended leave of absence. Although the leave of absence will not be considered as a break in employment, the period of absence will not be counted towards years of experience. An employee granted an extended leave of absence may continue to participate in any insurance program available to employees through payroll deduction by paying the required premium as long as such practice does not conflict with the provisions of the insurance policy. An employee returning from a leave of absence shall be subject to the same conditions of assignment as any other regular employee. Deductions for unpaid absences will be on the basis of daily rate as established by contract or assignment.

2.0 LEGAL REFERENCE: 70 O.S. §§ 6-104 et seq., 6-105, 35F; 72 O.S. § 48; 84 O.S. §§ 1 et seq.

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
November 22, 1999	B	Revised
August 27, 2001	C	Revised
August 26, 2002	D	Revised
June 23, 2003	E	Revised

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September 22, 2003	F	Reformatted
December 15, 2003	G	Legal references reviewed and revised as necessary
June 28, 2004	H	Revised
November 22, 2004	I	Revised

5.0 PCF FRAMEWORK #: 6.4.1 Develop and manage reward, recognition, and motivation programs

***** End of Policy *****