

**JORDAN SCHOOL DISTRICT  
&  
Educational Support Professionals Association  
  
Negotiated Agreement  
  
2020-21**

**Negotiations Team**

Anthony Godfrey, Ed.D.	Superintendent of Schools
John Larsen, CPA	Business Administrator
June LeMaster, Ph.D.	Administrator of Human Resources
Elma Scheid	District Administrative Assistant & ESP President
David Bullock	Project Coordinator, Facility Services
Robert Conder	Maintenance/Operations, Facility Services
Sally Forman	District Administrative Assistant, Custodial
Tammy Horger	Coordinator, Nutrition Services
Jeremy Peart	Head Custodian, Oquirrh Hills Middle
Kevan Sprague	Head Custodian, Mountain Ridge High
Lisa Denise Dallin	Bus Driver, Transportation

**Jordan School District Board of Education**

Bryce Dunford	President, Precinct 5
Tracy J. Miller	Vice President, Precinct 3
Matthew Young	Secretary, Precinct 2
Jen Atwood	Member, Precinct 7
Marilyn Richards	Member, Precinct 4
Darrell Robinson	Member, Precinct 1
Janice L. Voorhies	Member, Precinct 6

**Education Support Professionals Negotiated Agreement  
Final & NEG Policies  
2020-2021**

**Between Jordan School District Board of Education  
&  
Jordan Education Support Professionals Association**

The Jordan School District Board of Education and Jordan Education Support Professionals Association (JESPA) agree to the following:

- 1) A cost of living adjustment of 2.94% will be added to all steps for education support professionals. In order to fund a larger increase, Steps will not be awarded for the 2020-2021 school year.
- 2) Employees will cover fifty (50) percent of any future insurance premium increase and the District will cover fifty (50) percent of any future insurance premium increase; however, there is no insurance premium increase for the 2020-2021 contract year.
- 3) Annual allocations of Sick Leave, Family Sick Leave, and Personal Leave will be changed to become one annual allocation of Annual Leave which will follow the old Personal Leave policy. Unused Annual Leave will accumulate as Sick Leave to provide additional leave for personal health-related absences. Current accumulated Sick leave and Personal Leave balances will be retained for employee use. Remove school dismissal section of Personal Leave (now Annual Leave) policy. Sick Leave policy cleaned-up, simplified, and reorganized for greater clarity.
- 4) The school dismissal section of DP337B NEG Leave of Absence (Personal-15 Days) Education Support Professionals will be removed.
- 5) DP370B NEG Alternative Leave Day-Education Support Professionals will be eliminated.
- 6) Maternity Leave of six weeks will be granted to benefit eligible employees without the current practice of using accumulated Sick Leave or Sick Bank.
- 7) Paternity Leave of two weeks will be granted to benefit eligible employees.
- 8) The statement in DP344 Vacation Schedule for Twelve-Month Personnel II.B. stating "After September 30, the vacation allowance may not exceed the days accrued for the current year" will temporarily, for the 2020-2021 year only, be adjusted to "After December 31, the vacation allowance may not exceed the days accrued for the current year."
- 9) A moratorium to be placed on DP354B NEG – Attendance Incentive-Education Support Professionals in order to suspend the low absence incentive during the 2020-2021 school year due to the COVID19 pandemic. The negotiating teams will work together for a revised

distribution method for the 2020-2021 school year of the 0.5% set aside for the low absence incentive.

JORDAN SCHOOL DISTRICT  
BOARD OF EDUCATION

By:   
Bryce Dunford, President

Dated: Aug 11, 2020

JORDAN EDUCATION SUPPORT  
PROFESSIONALS ASSOCIATION

By:   
Elma Scheid, JESPA President

Dated: Aug 21, 2020

**JORDAN SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2020 / 2021**

STEP	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8	LANE 9	LANE 10	STEP
1	12.91	13.82	15.51	17.14	18.37	19.46	20.39	21.56	22.94	25.12	1
2	13.22	14.17	15.92	17.56	18.85	19.97	20.91	22.10	23.53	25.77	2
3	13.57	14.52	16.31	18.00	19.32	20.46	21.45	22.69	24.12	26.46	3
4	13.90	14.91	16.74	18.48	19.83	20.98	22.00	23.25	24.75	27.12	4
5	14.25	15.26	17.15	18.95	20.31	21.52	22.56	23.85	25.39	27.81	5
6	14.60	15.65	17.58	19.42	20.85	22.07	23.14	24.47	26.03	28.53	6
7	14.97	16.05	18.02	19.91	21.37	22.65	23.74	25.09	26.71	29.28	7
8	15.34	16.45	18.49	20.42	21.93	23.22	24.36	25.75	27.40	30.05	8
9	15.72	16.87	18.96	20.95	22.50	23.82	24.96	26.42	28.10	30.82	9
10	16.10	17.28	19.45	21.48	23.06	24.44	25.62	27.10	28.84	31.60	10
11	16.52	17.74	19.94	22.03	23.67	25.06	26.29	27.79	29.58	32.45	11
12	16.94	18.17	20.45	22.62	24.27	25.71	26.95	28.51	30.36	33.28	12

STEP	LANE 11	LANE 12	LANE 13	LANE 14	LANE 15	LANE 16	LANE 17	LANE 18	LANE 19	LANE 20	STEP
1	25.92	27.32	29.96	31.60	33.42	35.30	37.27	39.40	41.62	43.98	1
2	26.60	28.02	30.74	32.44	34.28	36.20	38.25	40.41	42.70	45.13	2
3	27.30	28.74	31.53	33.28	35.18	37.14	39.24	41.46	43.80	46.31	3
4	27.99	29.49	32.35	34.16	36.09	38.12	40.27	42.57	44.95	47.54	4
5	28.70	30.26	33.20	35.04	37.05	39.12	41.33	43.69	46.14	48.77	5
6	29.46	31.04	34.07	35.96	38.02	40.15	42.42	44.83	47.35	50.05	6
7	30.23	31.85	34.95	36.88	38.99	41.20	43.53	46.00	48.59	51.38	7
8	31.01	32.67	35.86	37.86	40.01	42.29	44.68	47.20	49.88	52.75	8
9	31.82	33.53	36.80	38.86	41.07	43.38	45.85	48.45	51.19	54.12	9
10	32.64	34.39	37.76	39.87	42.13	44.52	47.05	49.71	52.53	55.54	10
11	33.49	35.31	38.75	40.90	43.26	45.68	48.30	51.03	53.92	57.02	11
12	34.36	36.22	39.76	41.97	44.39	46.89	49.56	52.38	55.33	58.50	12

**Note:** This salary schedule is adopted only for the current school year. Any reference to future lane or step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.

**New  
DRAFT  
7/31/20**

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SUBJECT: MATERNITY/PATERNITY LEAVE

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**I. Board Directive**

It is the policy of the Board to allow benefit eligible employees Maternity/Paternity Leave as indicated below.

**II. Administrative Policy**

- A. Benefit eligible employees shall receive six weeks of maternity leave, to be used when the child is born, in addition to any other leave for which the employee is already eligible. For more information see policies DP324 NEG Sick Leave – Licensed and DP335 NEG Annual Leave – Licensed.
- B. Benefit eligible employees shall receive two weeks of paternity leave, to be taken during the first year of the child's life, in addition to any other leave for which the employee is already eligible.
- C. If you have questions about how this policy applies to your family situation, please call Human Resources.

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SUBJECT: MATERNITY/PATERNITY LEAVE

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- B. Benefit eligible employees shall receive two weeks of paternity leave, to be taken during the first year of the child's life, in addition to any other leave for which the employee is already eligible.
- C. If you have questions about how this policy applies to your family situation, please call Human Resources.

JORDAN SCHOOL DISTRICT

Statement of

P O L I C Y

**DRAFT**

6/4/20

Number - DP370B NEG  
Effective - 6/24/97  
Revision - 2/27/18  
Reviewed - 6/10/14  
Page 1 of 1

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SUBJECT: ALTERNATIVE LEAVE DAY—EDUCATION SUPPORT PROFESSIONALS

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I. Board Directive

It is the directive of the Board to allow eligible education support professionals an alternative leave day each year and authorizes the Administration to implement a policy for an alternative leave day for education support professionals.

II. Administrative Policy

The alternative leave policy shall be administered according to the following administrative policy provisions:

A. Each eligible education support professional shall be allowed one (1) day of alternative leave per year.

B. Employees taking alternative leave shall be deducted 40 percent of their daily rate.

C. Alternative leave is non-accumulative.

D. Employees shall give at least one day's notice of the intent to take alternative leave.

E. Alternative leave may not be used to seek other employment.

Revision history: 6/12/07

2/25/2020: Board of Education approved the term "Education Support Professionals" to replace "Classified" to describe personnel not licensed as educators.

**DRAFT**  
7/30/20

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SUBJECT: ~~PERSONAL-ANNUAL~~ LEAVE —EDUCATION SUPPORT PROFESSIONALS

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## **I. Board Directive**

It is the directive of the Board to allow each employee working 30 or more hours per week ~~personal-annual~~ leave time as indicated below and authorizes the Administration to implement policy regarding ~~personal-annual~~ leave for education support professionals.

## **II. Administration Policy**

The ~~Personal-Annual~~ Leave Policy shall be administered in accordance with the following administrative policy provisions.

A. Each eligible employee of the District shall be ~~allowed annual leave in accordance to the following schedule given two (2) days per year personal leave~~ at no cost to the employee.

<u>Continuous Service:</u>	<u>Days per year:</u>
<u>Years 1 through 5</u>	<u>9 days per year</u>
<u>Years 6 through 10</u>	<u>13 days per year</u>
<u>Years 11 through 15</u>	<u>14 days per year</u>
<u>Years 16 and beyond</u>	<u>15 days per year</u>

1. Continuous service includes an approved leave of absence, sick bank, military and/or FMLA leave.
2. A resignation or retirement constitutes a "break in service."
3. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
4. District seniority will be based on the new continuous service date.
5. Each employee may accumulate unused personal leave. An employee may not use more than five (5) accumulated personal leave days in any contract year.

B. Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year.

- Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent or six (6) days of a 12-day annual leave allowance.)
- 1. When calculating annual leave allowances in subsequent years, employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.



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SUBJECT: ~~PERSONAL-ANNUAL~~ LEAVE —EDUCATION SUPPORT PROFESSIONALS

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C. Unused annual leave will convert to sick leave at the end of the contract year and will accumulate to provide additional leave for personal health-related absences.

D. The following provisions must be followed:

1. Effective July 1, 2020, Personal Leave and Sick Leave allocations were combined into the new Annual Leave allocation with no future allocations toward the old Personal Leave. However, accumulated unused Personal Leave remains available for employee use. An employee may not use more than five (5) accumulated Personal Leave days in any contract year. The remaining policy provisions below apply whether the leave is Annual Leave or accumulated Personal Leave.
2. Employees need supervisor permission to take more than five days annual leave in a row. For health-related absences, see DP322 Family and Medical Leave Act (FMLA).
- ~~2.3.~~ Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
4. ~~B. Personal-Annual leave may be taken the day before or after a school holiday for the following specific reasons:~~
  - ~~a. 1.~~ Observance of religious holidays which fall on a regularly scheduled work day.
  - ~~b. 2.~~ Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
  - ~~c. 3.~~ Graduations of near relatives as defined in "2." above.
  - ~~d. 4.~~ Required court appearances.
  - ~~e. 5.~~ Deaths not covered by DP330B—Bereavement Policy.
  - ~~f. 6.~~ Conferences and conventions which relate to the individual employee's work assignment and are not covered by DP339 – Released Time - Professional.
  - ~~g. 7.~~ To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
  - ~~h. First year employees who notify their supervisor in writing that they are ill.~~
5. ~~C. Personal-Annual leave may be taken the day before or after a school holiday for other reasons under the following stipulations:~~
  - ~~1-a.~~ Based upon a maximum of one ~~personal-annual~~ day for each 100 employees, not to be less than nine (9), ~~personal-annual~~ leave shall be granted the day before or after a school holiday without being required to pay the equivalent of 40 percent of the employee's daily rate, provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.

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SUBJECT: ~~PERSONAL-ANNUAL~~ LEAVE —EDUCATION SUPPORT PROFESSIONALS

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~~2-b.~~ On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take annual leave. Written notification will be sent to all applicants.

~~3-c.~~ Employees shall not be considered for paid annual leave the day before or after a school holiday more than once during any contract year.

~~4-d.~~ Employees who have not registered prior to the deadline will not be allowed to fill unused slots.

~~e.~~ Education support professionals who request an annual leave day on the day before or after a school holiday, but who are not among the first qualified applicants shall be required to pay the equivalent of 40 percent of the employee's daily rate and apply for the leave at least five (5) working days in advance.

~~6. D.~~ ~~Personal-Annual~~ leave shall not be taken during the first five (5) days and last five (5) days that students are in school except under the following conditions:

a. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparents or same to one's spouse or any other person who is a member of the same household as the employee.

~~b.~~ To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.

~~b-c.~~ First year employees who notify their supervisor in writing that they are ill.

~~7. E.~~ ~~Personal-Annual~~ leave days may not be used to pursue other employment.

~~8. Annual leave days may not be used on make-up days as the result of employee job action.~~

~~G. —Emergency School Dismissal by Order of the Governor~~

~~1. —An employee may use any personal leave days he/she has accumulated without limit during an emergency school dismissal.~~

~~2. —Personal leave may be taken during an emergency school dismissal regardless of where it falls in the school calendar (i.e. before or after a holiday, first or last five days of school).~~

~~3. —Employees shall notify their supervisor and record the personal day(s) used in Skyward.~~

Revision history 7/13/10, 5/24/16, 2/27/18

2/25/2020: Board of Education approved the term "Education Support Professionals" to replace "Classified" to describe personnel not licensed as educators.

**JORDAN SCHOOL DISTRICT**

Statement of

**P O L I C Y**

Number - DP335B NEG

Effective - 10/28/75

Revision - 3/31/20

Reviewed - 6/10/14

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SUBJECT: ~~PERSONAL~~ ANNUAL LEAVE —EDUCATION SUPPORT PROFESSIONALS

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SUBJECT: ANNUAL LEAVE —EDUCATION SUPPORT PROFESSIONALS

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**I. Board Directive**

It is the directive of the Board to allow each employee working 30 or more hours per week annual leave time as indicated below and authorizes the Administration to implement policy regarding annual leave for education support professionals.

**II. Administration Policy**

The Annual Leave Policy shall be administered in accordance with the following administrative policy provisions.

- A. Each eligible employee of the District shall be allowed annual leave in accordance to the following schedule at no cost to the employee:

Continuous Service:	Days per year:
Years 1 through 5	9 days per year
Years 6 through 10	13 days per year
Years 11 through 15	14 days per year
Years 16 and beyond	15 days per year

1. Continuous service includes an approved leave of absence, sick bank, military and/or FMLA leave.
  2. A resignation or retirement constitutes a “break in service.”
  3. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
  4. District seniority will be based on the new continuous service date.
- B. Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year.
- C. Unused annual leave will convert to sick leave at the end of the contract year and will accumulate to provide additional leave for personal health-related absences.
- D. The following provisions must be followed:
1. Effective July 1, 2020, Personal Leave and Sick Leave allocations were combined into the new Annual Leave allocation with no future allocations toward the old Personal Leave. However, accumulated unused Personal Leave remains available for employee use. An employee may not use more than five (5) accumulated Personal Leave days in any contract year. The remaining policy provisions below apply whether the leave is Annual Leave or accumulated Personal Leave.

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SUBJECT: ANNUAL LEAVE —EDUCATION SUPPORT PROFESSIONALS

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2. Employees need supervisor permission to take more than five days annual leave in a row. For health-related absences, see DP322 - Family and Medical Leave Act (FMLA).
3. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
4. Annual leave may be taken the day before or after a school holiday for the following specific reasons:
  - a. Observance of religious holidays which fall on a regularly scheduled work day.
  - b. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
  - c. Graduations of near relatives as defined in "2." above.
  - d. Required court appearances.
  - e. Deaths not covered by [DP330B—Bereavement Policy](#).
  - f. Conferences and conventions which relate to the individual employee's work assignment and are not covered by [DP339 – Released Time - Professional](#).
  - g. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
  - h. First year employees who notify their supervisor in writing that they are ill.
5. Annual leave may be taken the day before or after a school holiday for other reasons under the following stipulations:
  - a. Based upon a maximum of one annual day for each 100 employees, not to be less than nine (9), annual leave shall be granted the day before or after a school holiday without being required to pay the equivalent of 40 percent of the employee's daily rate, provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
  - b. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take annual leave. Written notification will be sent to all applicants.
  - c. Employees shall not be considered for paid annual leave the day before or after a school holiday more than once during any contract year.
  - d. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.
  - e. Education support professionals who request an annual leave day on the day before or after a school holiday, but who are not among the first qualified applicants shall be required to pay the equivalent of 40 percent of the employee's daily rate and apply for the leave at least five (5) working days in advance.
6. Annual leave shall not be taken during the first five (5) days and last five (5) days that students are in school except under the following conditions:
  - a. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparents or same to one's spouse or any other person who is a member of the same household as the employee.

**JORDAN SCHOOL DISTRICT**

Statement of

**P O L I C Y**

**DRAFT**  
**7/30/20**

Number - DP335B NEG

Effective - 10/28/75

Revision - 3/31/20

Reviewed - 6/10/14

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**SUBJECT: ANNUAL LEAVE —EDUCATION SUPPORT PROFESSIONALS**

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- b. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
- c. First year employees who notify their supervisor in writing that they are ill.
- 7. Annual leave days may not be used to pursue other employment.
- 8. Annual leave days may not be used on make-up days as the result of employee job action.

Revision history 7/13/10, 5/24/16, 2/27/18

2/25/2020: Board of Education approved the term "Education Support Professionals" to replace "Classified" to describe personnel not licensed as educators.



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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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**I. Board Directive**

It is the directive of the Board to authorize paid sick leave for education support professionals who ~~qualify for sick leave benefits- work 30 hours per week or more~~ and to comply with requirements of Public Law 103-3, Family and Medical Leave Act. The Board delegates to the Administration responsibility for establishing policy for sick leave and family leave benefits. If additional leave is needed beyond what is covered in this policy, refer to DP322 NEG - Family Medical Leave Act.

**II. Administrative Policy**

~~The sick leave policy shall be administered according to the following administrative policy provisions:~~

~~A. Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee's home on a permanent basis. Special circumstances may be appealed to the Sick Bank Committee for consideration of immediate family status.~~

~~B. Extended family is defined as anyone included in the immediate family definition plus a spouse's father, mother, brother, sister or an employee's or spouse's grandfather, grandmother, grandchild, brother-in-law, sister-in-law, son-in-law or daughter-in-law.~~

~~C. Any leave used within this policy will run concurrent with FMLA leave, if the employee meets the eligibility requirements for FMLA as outlined in DP322 Family Medical Leave Act.~~

~~D. Sick leave allowances for contracted employees shall be determined by a combination of contract days and years of service according to the following schedule:~~

~~1. Employee sick leave allowances~~

<del>Years 1 through 5</del>	<del>7 days per year</del>
<del>Years 6 through 10</del>	<del>11 days per year</del>
<del>Years 11 through 15</del>	<del>12 days per year</del>
<del>Years 16 and above</del>	<del>13 days per year</del>

~~2. Maximum allowances~~

~~9-Month Employees: (Includes all bus drivers and attendants)~~  
~~Maximum sick leave accumulation 180 days~~

~~10-Month Employees:~~  
~~Maximum sick leave accumulation 200 days~~

~~11-Month Employees:~~  
~~Maximum sick leave accumulation 220 days~~

~~12-Month Employees:~~  
~~Maximum sick leave accumulation 240 days~~

~~E. An education support professional may use up to three days of his/her own accumulated sick leave to attend to the health care needs of extended family members as defined above.~~

~~F. Sick leave accrual~~

~~1. If an employee resigns his/her position in the District and then returns, he/she must start over on years of service and sick leave accumulation.~~

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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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~~2. Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.~~

~~3. If an employee becomes sick and uses all his/her sick leave and later returns to work, he/she must start over on a new accumulation at the rate shown for the year of service he/she was on at the time he/she became sick.~~

~~G. Use of sick leave for critical family care~~

~~A maximum of twelve (12) days of sick leave may be used each year to care for a critically ill member of the employee's immediate family, as defined above.~~

~~1. Use of sick leave for critical family illness must be authorized by the Sick Bank Committee. The employee must submit his/her request electronically by applying online via Employee Access.~~

~~2. Employees may not apply for critical family care benefits until all accrued leave days are used in the following order: personal leave, family leave, and vacation leave days. Employees will be allowed to use up to five (5) personal leave days in any contract year, as set forth in policy DP335B—Personal Leave—Education Support Professionals.~~

~~3. In cases of extended critical care, employees may apply for additional days beyond the twelve (12) day allowance.~~

~~a. If circumstances warrant it, the Sick Bank Committee may authorize additional days equal to the number of unused family sick leave days available at the beginning of the critical illness to a maximum of three (3).~~

~~b. For those employees hired prior to July 1, 1977, the Sick Bank Committee may allow sick leave days for critical family care as defined above. One additional day may be granted for each year of service in the District up to a maximum of 15 days. If additional days are granted, the employee shall be required to pay 40 percent of the employee's daily rate.~~

~~H Use of sick leave for adoption~~

~~1. An employee who adopts a child must apply for critical family care days by submitting his/her request electronically to the Sick Bank Committee by applying online via Employee Access.~~

~~2. Employees may not apply for critical family care benefits until all accrued leave days are used in the following order: personal leave, family leave and vacation leave days. Employees will be allowed to use up to five (5) personal leave days in any contract year as set forth in policy DP335B—Personal Leave—Education Support Professionals.~~

~~3. Employees may be granted a maximum of twenty (20) days leave at the time actual custody of the child is received. An employee shall not exceed a total of twenty (20) days of leave time, including the use of accrued personal and family leave days.~~

~~4. Any additional leave must fall under the provisions of DP322—Family Medical Leave Act.~~

~~I. Sick leave payments, procedures, and limitations~~

~~1. In accordance with established policy, full pay shall be allowed upon the completion of the absence form with the approval of the principal or immediate supervisor.~~

~~2. The Administration may require a doctor's certificate without regard to the number of sick leave days claimed at any one time.~~



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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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- ~~3. Absences due to illness are to be reported to the appropriate office or individual as soon as possible.~~
- ~~4. The sick leave allowance during the first year of service for employees whose employment is subsequent to the beginning of the contract year shall be prorated according to the ratio that the number of days of possible service bears to the total number of days during that contract or employment year.~~
- ~~5. If the sick leave allowance is exhausted, unused vacation days may be used to avoid loss of salary.~~
- ~~6. If an immediate supervisor suspects that an employee has misused his/her sick leave benefit as established by this policy, the immediate supervisor shall conference with the employee.~~
- ~~7. If it is determined that the employee has misused his/her sick leave the immediate supervisor will forward a written explanation of the abuse to the Administrator of Human Resources or his/her designee and an investigation shall be conducted.~~
- ~~8. If the investigation of sick leave abuse proves to be true, the following policy provisions will be in effect:~~
  - ~~a. Salary received for those unauthorized days shall be reclaimed.~~
  - ~~b. There shall be a five day (5) suspension without pay. The principal/director will determine when this suspension will be implemented to cause the least disruption to the school/department and students.~~
  - ~~c. Disciplinary actions taken, up to and including termination of employment shall be entered in the employee's personnel file.~~
- ~~9. Employees absent for more than three (3) consecutive days shall apply for FMLA within the policy provisions of DP322 Family Medical Leave Act.~~
- ~~10. Elective surgery shall be scheduled to minimize the time off work.~~

~~J. Employee Funded Sick Leave Bank~~

- ~~1. Establishment of the Sick Leave Bank~~
  - ~~a. In order to be eligible to participate in the sick bank, an employee must voluntarily donate one day annually of sick leave to the sick bank. Employees wishing to opt out of participation in the sick bank must annually complete the appropriate form no later than September 1 of each school year. Non-contracted employees shall not be eligible for the sick bank.~~
  - ~~b. The sick bank is not intended to be used for in and out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.~~
  - ~~c. Employees who are considered "Provisional" as defined in DP314 Provisional and Probationary Education Support Professionals as of July 1 are not eligible for sick bank benefits that year. An employee's continuous contracted service as of July 1 will determine their sick bank eligibility for that year. Sick leave days per year are based on the following:~~
    - ~~i. 1-3 years of service are eligible for up to 15 sick bank days~~
    - ~~ii. 4-7 years of service are eligible for up to 30 sick bank days~~
    - ~~iii. 8-11 years of service are eligible for up to 60 sick bank days~~
    - ~~iv. 12 years of service and above are eligible for up to 120 sick bank days~~
- ~~2. Employee Funded Sick Leave Bank Application~~
  - ~~a. Employees shall complete an official request for sick leave bank online via Employee Access.~~

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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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- ~~b. Employees shall complete a release of medical information form to allow the members of the Sick Bank Committee to review any medical documentation that they provide with the request for sick leave bank.~~
- ~~c. Employees shall be required to complete a release of information form to allow the Sick Bank Committee to review their official District personnel file, if the need should arise.~~
- ~~d. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.~~
- ~~e. A second opinion may be required with any costs not covered by insurance borne by the District.~~
- ~~f. Before an employee is eligible to apply for Sick Bank use, the following criteria must be met for each qualifying medical condition. The employee must have:
  - ~~i. applied for FMLA (which will run concurrently with any sick leave bank usage); and~~
  - ~~ii. exhausted all accrued sick leave days, personal days (up to a maximum of five (5) days), vacation days; and~~
  - ~~iii. missed a minimum of fifteen (15) work days (any days from #1 and #2 above and/or no-pay days qualify for meeting this requirement).~~~~
- ~~g. An employee shall be required to provide the Sick Bank Committee with updated information regarding his/her condition every 30 days after the approval of the sick leave bank benefits. Continuation of the sick bank leave shall be contingent upon the information contained in the update.~~
- ~~3. Employee Funded Sick Leave Bank Limitations
  - ~~a. No employee shall draw more than 120 days from the sick leave bank during a three-year period.~~
  - ~~b. No employee shall take vacation days within 15 working days after drawing upon the sick leave bank.~~
  - ~~c. No employee shall accrue leave days, i.e., personal, family, sick or vacation while drawing upon the sick leave bank.~~
  - ~~d. After 180 calendar days, including summer months, sick leave benefits from District sources shall terminate and employees shall transition to long term disability according to the provisions of policy DP317 Long Term Disability Insurance.~~
  - ~~e. Prior to granting sick bank days, an employee shall acknowledge and agree in the online application to repay the sick bank any unused vacation days for sick bank days used or granted before transitioning to long term disability.~~
  - ~~f. Prior to granting sick bank days an employee shall acknowledge and agree in the online application to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year. The purpose of said funds would be to purchase days for the sick bank.~~
  - ~~g. No appeal beyond the sick leave bank is provided.~~
  - ~~h. If all days in the sick bank are exhausted prior to July 1, no additional days will be granted for the remainder of the current contract year.~~~~



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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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~~4. Sick Leave Bank Committee~~

- ~~a. Sick Leave Bank Committee, composed of the Human Resources administrator for education support professionals, one other member of the Human Resources Department and two members of the employee agent group, shall be appointed to administer use of the sick leave bank. The Human Resources administrator for education support professionals shall serve as the chairperson. If one of the employee agent group members cannot be in attendance, an alternative representative will be requested by the employee agent group president.~~
- ~~b. The committee shall review all sick leave bank requests and rule on sick leave bank usage. The unused sick leave bank days shall be reported to the committee on a quarterly basis.~~
- ~~c. The Human Resources administrator for education support professionals shall make available to the Committee all the information that is submitted with an employee's sick bank request.~~
- ~~d.a. Minutes of all Sick Leave Bank Committee meetings shall be recorded and made available to all Committee members.~~

A. Definitions

- 1. Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.
- 2. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
  - a. If an employee resigns his/her position in the District and then returns, he/she must start over on years of service and sick leave accumulation.
- 3. Sick Leave Review Committee
  - a. A Sick Leave Review Committee, composed of the Human Resources administrator for education support professionals, one other member of the Human Resources Department and two members of the employee agent group, shall be appointed to administer use of the sick bank. The Human Resources administrator for education support professionals shall serve as the chairperson. If one of the employee agent group members cannot be in attendance, an alternative representative will be requested by the employee agent group president.
  - b. The Committee shall review all sick bank requests and rule on sick bank usage. The unused sick bank days shall be reported to the Committee on a quarterly basis.
  - c. The Human Resources administrator for education support professionals shall make available to the Committee all the information that is submitted with an employee's sick bank request.
  - d. Minutes of all Sick Leave Bank Committee meetings shall be recorded and made available to all Committee members.

The sick leave policy shall be administered according to the following administrative policy provisions.

B. Sick Leave Accumulations

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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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1. Sick leave accumulations are based on unused annual leave. See Policy DP335B NEG Annual Leave – Education Support Professionals for annual leave details.

2. Annual leave does not need to be exhausted before sick leave can be used.

3. Maximum accumulations:

9-Month Employees: (Includes all bus drivers and attendants)

Maximum sick leave accumulation 180 days

10-Month Employees:

Maximum sick leave accumulation 200 days

11-Month Employees:

Maximum sick leave accumulation 220 days

12-Month Employees:

Maximum sick leave accumulation 240 days

C. Sick Leave Benefits During Approved Absences

Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.

D. Use of Sick Leave for Critical Family Care

1. Although sick leave is intended for use by the employee for personal health-related absences, some sick leave may be used for critical family care as described below. Annual leave should be used for non-critical care of an ill family member.

1. A maximum of twelve (12) days of sick leave may be used each year to care for a critically ill member of the employee's immediate family, as defined above.

2. Use of sick leave for critical family illness must be authorized by the Sick Leave Review Committee. The employee must submit his/her request electronically by applying online via Employee Access.

3. Employees may not apply for critical family care benefits until five (5) annual leave days have been used.

4. In cases of extended critical care, employees may apply for additional days beyond the twelve (12) day allowance.

a. If more days are needed, employees who continue to deal with a critical family care (as defined in item D.1. above) may apply to the Sick Leave Review Committee for up to three (3) additional days.



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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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- b. If additional days are granted, 40% of the employee's daily rate for each additional day of leave shall be deducted from the employee's pay.

E. Use of Sick Leave for Adoption

1. An employee who adopts a child must apply for critical family care days by submitting his/her request electronically to the Sick Leave Review Committee by applying online via Employee Access.
2. Employees may use up to a maximum of twenty (20) accumulated sick leave days at the time actual custody of the child is received. An employee shall not exceed a total of twenty (20) days of leave time, including the use of accrued personal leave days.
3. Any additional leave must fall under the provisions of DP322—Family Medical Leave Act.

F. Notification of Absence

1. Absences due to illness are to be reported to the appropriate office or individual as soon as possible.
2. The Administration may require a doctor's certificate without regard to the number of sick leave days claimed at any one time.
3. Employees absent for more than five (5) consecutive days shall apply for FMLA within the policy provisions of DP322—Family Medical Leave Act.
4. Elective surgery shall be scheduled to minimize the time off work.
5. The employee shall record the absence in Skyward at least one hour prior to the start of his/her contract day or the day of the absence. A supervisor may require additional information.

G. Abuse of Sick Leave

1. If an immediate supervisor suspects that an employee has misused his/her sick leave benefit as established by this policy, the immediate supervisor shall conference with the employee.
2. If it is determined that the employee has misused his/her sick leave the immediate supervisor will forward a written explanation of the abuse to the Administrator of Human Resources or his/her designee and an investigation shall be conducted.
3. If the investigation of sick leave abuse proves to be true, the following policy provisions will be in effect:
  - a. Salary received for those unauthorized days shall be reclaimed.
  - b. There shall be a five-day (5) suspension without pay. The principal/director will determine when this suspension will be implemented to cause the least disruption to the school/department and students.
  - c. Disciplinary actions taken, up to and including termination of employment shall be entered in the employee's personnel file.

H. Employee-Funded Sick Bank

1. Employee Participation in the Sick Bank

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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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- a. Employees are automatically enrolled in the sick bank each year through the annual donation of one (1) annual leave day to the sick bank.
- b. Each year, employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Employee Access no later than September 1 for current employees and October 1 for first-year employees.
- c. Employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.
- d. Non-contracted employees shall not be eligible for the sick bank.

2. Use of the Sick Bank

- a. The sick bank is not intended to be used for in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
- b. Employees shall complete an official request for sick bank leave online via Employee Access.
- c. Employees shall complete a release of medical information form to allow the members of the Sick Leave Review Committee to review any medical documentation that they provide with the request for sick bank leave.
- d. Employees shall be required to complete a release of information form to allow the Sick Bank Committee to review their official District personnel file, if the need should arise.
- e. Before an employee is eligible to apply for sick bank leave, the following criteria must be met for each qualifying medical condition. The employee must have:
  - 1) applied for FMLA (which will run concurrently with any sick bank leave usage); and
  - 2) exhausted all accrued sick leave days, annual leave days (up to a maximum of five (5) days), vacation days; and
  - 3) missed a minimum of fifteen (15) work days (any days from #1 and #2 above and/or no-pay days qualify for meeting this requirement).
- f. An employee shall be required to provide the Sick Leave Review Committee with updated information regarding his/her condition every 30 days after the approval of the sick bank leave benefits. Continuation of the sick bank leave shall be contingent upon the information contained in the update.

3. Sick Bank Allowances

Employees who are considered "Provisional" as defined in DP314 — Provisional and Probationary Education Support Professionals as of July 1 are not eligible for sick bank benefits that year. An employee's continuous contracted service as of July 1 will determine his/her sick bank eligibility for that year. Sick leave days per year are based on the following:

1 - 3 years of service are eligible for up to 15 sick bank days



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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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4 - 7 years of service are eligible for up to 30 sick bank days

8 - 11 years of service are eligible for up to 60 sick bank days

12 years of service and above are eligible for up to 120 sick bank days

4. Employee Funded Sick Leave Bank Limitations

- a. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
- b. A second opinion may be required with any costs not covered by insurance borne by the District.
- c. Prior to granting sick bank leave, an employee shall acknowledge and agree in the online application to repay the sick bank any unused vacation days for sick bank days used or granted before transitioning to long-term disability.
- d. Prior to granting sick bank days an employee shall acknowledge and agree in the online application to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year. The purpose of said funds would be to purchase days for the sick bank.
- e. No employee shall draw more than 120 days from the sick leave bank during a three-year period.
- f. No employee shall take vacation days within 15 working days after drawing upon the sick bank.
- g. No employee shall accrue leave days, i.e., annual leave or vacation while drawing upon the sick bank.
- h. After 180 calendar days, including summer months, sick leave benefits from District sources shall terminate and employees shall transition to long term disability according to the provisions of policy DP317 — Long-Term Disability Insurance.
- i. No appeal beyond the Sick Leave Review Committee is provided.
- j. If all days in the sick bank are exhausted prior to July 1, no additional days will be granted for the remainder of the current contract year.

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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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**-I. Board Directive**

It is the directive of the Board to authorize paid sick leave for education support professionals who work 30 hours per week or more and to comply with requirements of Public Law 103-3, Family and Medical Leave Act. The Board delegates to the Administration responsibility for establishing policy for sick leave and family leave benefits. Sick leave runs concurrent with Family Medical Leave Act (FMLA) and Workers Compensation. If additional leave is needed beyond what is covered in this policy, refer to DP322 NEG - Family Medical Leave Act.

**II. Administrative Policy**

**A. Definitions**

1. Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.
2. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
  - a. If an employee resigns his/her position in the District and then returns, he/she must start over on years of service and sick leave accumulation.
3. Sick Leave Review Committee
  - a. A Sick Leave Review Committee, composed of the Human Resources administrator for education support professionals, one other member of the Human Resources Department and two members of the employee agent group, shall be appointed to administer use of the sick bank. The Human Resources administrator for education support professionals shall serve as the chairperson. If one of the employee agent group members cannot be in attendance, an alternative representative will be requested by the employee agent group president.
  - b. The Committee shall review all sick bank requests and rule on sick bank usage. The unused sick bank days shall be reported to the Committee on a quarterly basis.
  - c. The Human Resources administrator for education support professionals shall make available to the Committee all the information that is submitted with an employee's sick bank request.
  - d. Minutes of all Sick Leave Bank Committee meetings shall be recorded and made available to all Committee members.

The sick leave policy shall be administered according to the following administrative policy provisions.

**B. Sick Leave Accumulations**

1. Sick leave accumulations are based on unused annual leave. See Policy DP335B NEG Annual Leave – Education Support Professionals for annual leave details.
2. Annual leave does not need to be exhausted before sick leave can be used.
3. Maximum accumulations:



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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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9-Month Employees: (Includes all bus drivers and attendants)

Maximum sick leave accumulation 180 days

10-Month Employees:

Maximum sick leave accumulation 200 days

11-Month Employees:

Maximum sick leave accumulation 220 days

12-Month Employees:

Maximum sick leave accumulation 240 days

C. Sick Leave Benefits During Approved Absences

Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.

D. Use of Sick Leave for Critical Family Care

1. Although sick leave is intended for use by the employee for personal health-related absences, some sick leave may be used for critical family care as described below. Annual leave should be used for non-critical care of an ill family member.
2. A maximum of twelve (12) days of sick leave may be used each year to care for a critically ill member of the employee's immediate family, as defined above.
3. Use of sick leave for critical family illness must be authorized by the Sick Leave Review Committee. The employee must submit his/her request electronically by applying online via Employee Access.
4. Employees may not apply for critical family care benefits until five (5) annual leave days have been used.
5. In cases of extended critical care, employees may apply for additional days beyond the twelve (12) day allowance.
  - a. If more days are needed, employees who continue to deal with a critical family care (as defined in item D.1. above) may apply to the Sick Leave Review Committee for up to three (3) additional days.
  - b. If additional days are granted, 40% of the employee's daily rate for each additional day of leave shall be deducted from the employee's pay.

E. Use of Sick Leave for Adoption

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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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1. An employee who adopts a child must apply for critical family care days by submitting his/her request electronically to the Sick Leave Review Committee by applying online via Employee Access.
2. Employees may use up to a maximum of twenty (20) accumulated sick leave days at the time actual custody of the child is received. An employee shall not exceed a total of twenty (20) days of leave time, including the use of accrued personal leave days.
3. Any additional leave must fall under the provisions of DP322—Family Medical Leave Act.

F. Notification of Absence

1. Absences due to illness are to be reported to the appropriate office or individual as soon as possible.
2. The Administration may require a doctor's certificate without regard to the number of sick leave days claimed at any one time.
3. Employees absent for more than five (5) consecutive days shall apply for FMLA within the policy provisions of ~~DP322—Family Medical Leave Act~~.
4. Elective surgery shall be scheduled to minimize the time off work.
5. The employee shall record the absence in Skyward at least one hour prior to the start of his/her contract day or the day of the absence. A supervisor may require additional information.

G. Abuse of Sick Leave

1. If an immediate supervisor suspects that an employee has misused his/her sick leave benefit as established by this policy, the immediate supervisor shall conference with the employee.
2. If it is determined that the employee has misused his/her sick leave the immediate supervisor will forward a written explanation of the abuse to the Administrator of Human Resources or his/her designee and an investigation shall be conducted.
3. If the investigation of sick leave abuse proves to be true, the following policy provisions will be in effect:
  - a. Salary received for those unauthorized days shall be reclaimed.
  - b. There shall be a five-day (5) suspension without pay. The principal/director will determine when this suspension will be implemented to cause the least disruption to the school/department and students.
  - c. Disciplinary actions taken, up to and including termination of employment shall be entered in the employee's personnel file.

H. Employee-Funded Sick Bank

1. Employee Participation in the Sick Bank
  - a. Employees are automatically enrolled in the sick bank each year through the annual donation of one (1) annual leave day to the sick bank.
  - b. Each year, employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Employee Access no later than September 1 for current employees and October 1 for first-year employees.

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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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- c. Employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.
- d. Non-contracted employees shall not be eligible for the sick bank.

2. Use of the Sick Bank

- a. The sick bank is not intended to be used for in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
- b. Employees shall complete an official request for sick bank leave online via Employee Access.
- c. Employees shall complete a release of medical information form to allow the members of the Sick Leave Review Committee to review any medical documentation that they provide with the request for sick bank leave.
- d. Employees shall be required to complete a release of information form to allow the Sick Bank Committee to review their official District personnel file, if the need should arise.
- e. Before an employee is eligible to apply for sick bank leave, the following criteria must be met for each qualifying medical condition. The employee must have:
  - 1) applied for FMLA (which will run concurrently with any sick bank leave usage); and
  - 2) exhausted all accrued sick leave days, annual leave days (up to a maximum of five (5) days), vacation days; and
  - 3) missed a minimum of fifteen (15) work days (any days from #1 and #2 above and/or no-pay days qualify for meeting this requirement).
- f. An employee shall be required to provide the Sick Leave Review Committee with updated information regarding his/her condition every 30 days after the approval of the sick bank leave benefits. Continuation of the sick bank leave shall be contingent upon the information contained in the update.

3. Sick Bank Allowances

Employees who are considered “Provisional” as defined in [DP314 — Provisional and Probationary Education Support Professionals](#) as of July 1 are not eligible for sick bank benefits that year. An employee’s continuous contracted service as of July 1 will determine his/her sick bank eligibility for that year. Sick leave days per year are based on the following:

- 1 - 3 years of service are eligible for up to 15 sick bank days
- 4 - 7 years of service are eligible for up to 30 sick bank days
- 8 - 11 years of service are eligible for up to 60 sick bank days
- 12 years of service and above are eligible for up to 120 sick bank days

**DRAFT**  
**6/4/20**

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SUBJECT: SICK LEAVE—EDUCATION SUPPORT PROFESSIONALS

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4. Employee Funded Sick Leave Bank Limitations

- a. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
- b. A second opinion may be required with any costs not covered by insurance borne by the District.
- c. Prior to granting sick bank leave, an employee shall acknowledge and agree in the online application to repay the sick bank any unused vacation days for sick bank days used or granted before transitioning to long-term disability.
- d. Prior to granting sick bank days an employee shall acknowledge and agree in the online application to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year. The purpose of said funds would be to purchase days for the sick bank.
- e. No employee shall draw more than 120 days from the sick leave bank during a three-year period.
- f. No employee shall take vacation days within 15 working days after drawing upon the sick bank.
- g. No employee shall accrue leave days, i.e., annual leave or vacation while drawing upon the sick bank.
- h. After 180 calendar days, including summer months, sick leave benefits from District sources shall terminate and employees shall transition to long term disability according to the provisions of policy DP317 — Long-Term Disability Insurance.
- i. No appeal beyond the Sick Leave Review Committee is provided.
- j. If all days in the sick bank are exhausted prior to July 1, no additional days will be granted for the remainder of the current contract year.

Revision history: 7/12/11, 6/10/14, 6/9/15

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**SUBJECT: LEAVE OF ABSENCE (PERSONAL-15 DAYS)—EDUCATION SUPPORT PROFESSIONALS**

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**I. Board Directive**

The Board of Education encourages employees to avoid absenteeism and to schedule vacations, trips, and other personal activities at times that do not interrupt work schedules. However, the Board recognizes that circumstances may make it necessary for employees to request a leave of absence from time to time. Therefore, the Board authorizes the District Administration to implement a Leave of Absence policy.

**II. Administrative Policy**

The Leave of Absence policy shall be administered according to the following administrative policy provisions:

- A. Employees shall be discouraged from requesting a personal leave of absence during the school year.
- B. 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 appropriate Administrator. The request must be made and approved prior to the leave being taken. Failure to receive approval prior to the leave may result in disciplinary action, up to and including termination of employment as outlined in [DP316B - Orderly Termination Procedures – Education Support Professionals](#). The request must clearly state the reason that a leave of absence is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
- C. Leaves of absence granted under this policy shall be without pay except as provided under item H. below.
- D. Contract employees shall not be granted more than fifteen (15) days' leave of absence under this policy in any three-year period.
- E. Nutrition Service employees who are in year-round schools will be granted an additional five (5) non-paid days per year.
- F. An employee whose request for an unpaid leave is denied and who chooses to absent himself/herself from his/her assignment despite the denial shall be deemed to have voluntarily terminated his/her employment with the District.
- G. This leave does not negate the other official leave provisions of the Board as listed below:
  1. [Adoption](#)
  2. [Bereavement](#)
  3. [Military](#)
  4. [Personal](#)
  5. [Released Time \(Jury Duty\)](#)
  6. [Released Time \(Professional\)](#)
  7. [Sick Leave](#)

~~H. Emergency School Dismissal by Order of the Governor~~

- ~~1. The limit to the number of no-pay days that an employee may use in a year and still retain his/her position shall be suspended during an emergency school dismissal.~~

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SUBJECT: LEAVE OF ABSENCE (PERSONAL-15 DAYS)—EDUCATION SUPPORT PROFESSIONALS

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~~2. Any no pay days taken during an emergency school dismissal shall not count toward the limit of fifteen (15) days in three (3) years.~~

~~3. No pay days shall be reported to the employee's supervisor and recorded in Skyward.~~

- I. Nutrition Service employees who are contracted and work in year-round schools shall be granted two (2) days of paid leave per year beginning with their second year of employment. Nutrition Service employees hired prior to January 1 of the contract year shall be counted as having one year of service.
1. Days of paid leave must be used during the contract year and do not accrue from year to year.
  2. Days of paid leave must be approved by the Nutrition Service manager at least five (5) days in advance.
  3. Paid leave days may not be used during the first five (5) or last five (5) days of the school year.
  4. Use of these two (2) paid leave days shall not impact the no absence reimbursement incentive.
  5. Employees who voluntarily transfer from a year-round schedule to a traditional schedule shall forfeit any previously earned paid leave days.
  6. Employees who are involuntarily transferred from a year-round schedule to a traditional schedule shall be eligible for two (2) days of paid leave during the transfer year.

Cabinet Review History: 7/13/10, 6/10/14

2/25/2020: Board of Education approved the term "Education Support Professionals" to replace "Classified" to describe personnel not licensed as educators.

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**SUBJECT: LEAVE OF ABSENCE (PERSONAL-15 DAYS)—EDUCATION SUPPORT PROFESSIONALS**

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**I. Board Directive**

The Board of Education encourages employees to avoid absenteeism and to schedule vacations, trips, and other personal activities at times that do not interrupt work schedules. However, the Board recognizes that circumstances may make it necessary for employees to request a leave of absence from time to time. Therefore, the Board authorizes the District Administration to implement a Leave of Absence policy.

**II. Administrative Policy**

The Leave of Absence policy shall be administered according to the following administrative policy provisions:

- A. Employees shall be discouraged from requesting a personal leave of absence during the school year.
- B. 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 appropriate Administrator. The request must be made and approved prior to the leave being taken. Failure to receive approval prior to the leave may result in disciplinary action, up to and including termination of employment as outlined in [DP316B - Orderly Termination Procedures – Education Support Professionals](#). The request must clearly state the reason that a leave of absence is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
- C. Leaves of absence granted under this policy shall be without pay except as provided under item H. below.
- D. Contract employees shall not be granted more than fifteen (15) days' leave of absence under this policy in any three-year period.
- E. Nutrition Service employees who are in year-round schools will be granted an additional five (5) non-paid days per year.
- F. An employee whose request for an unpaid leave is denied and who chooses to absent himself/herself from his/her assignment despite the denial shall be deemed to have voluntarily terminated his/her employment with the District.
- G. This leave does not negate the other official leave provisions of the Board as listed below:
  - 1. [Adoption](#)
  - 2. [Bereavement](#)
  - 3. [Military](#)
  - 4. [Personal](#)
  - 5. [Released Time \(Jury Duty\)](#)
  - 6. [Released Time \(Professional\)](#)
  - 7. [Sick Leave](#)



**JORDAN SCHOOL DISTRICT**

Statement of

**P O L I C Y**

Number - DP337B NEG

Effective - 6/28/77

Revision - 3/31/20

Page - 2 of 2

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**SUBJECT: LEAVE OF ABSENCE (PERSONAL-15 DAYS)—EDUCATION SUPPORT PROFESSIONALS**

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- H. Nutrition Service employees who are contracted and work in year-round schools shall be granted two (2) days of paid leave per year beginning with their second year of employment. Nutrition Service employees hired prior to January 1 of the contract year shall be counted as having one year of service.
1. Days of paid leave must be used during the contract year and do not accrue from year to year.
  2. Days of paid leave must be approved by the Nutrition Service manager at least five (5) days in advance.
  3. Paid leave days may not be used during the first five (5) or last five (5) days of the school year.
  4. Use of these two (2) paid leave days shall not impact the no absence reimbursement incentive.
  5. Employees who voluntarily transfer from a year-round schedule to a traditional schedule shall forfeit any previously earned paid leave days.
  6. Employees who are involuntarily transferred from a year-round schedule to a traditional schedule shall be eligible for two (2) days of paid leave during the transfer year.

Cabinet Review History: 7/13/10, 6/10/14

2/25/2020: Board of Education approved the term "Education Support Professionals" to replace "Classified" to describe personnel not licensed as educators.