

1 **St. Regis School District**

2
3 **PERSONNEL**

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5 Leaves of Absence

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7 Sick and Bereavement Leave

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9 Certified employees will be granted sick leave according to terms of the current collective
10 bargaining agreement.

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12 Classified employees will be granted sick leave benefits in accordance with 2-18-618, MCA.
13 For classified staff, “sick leave” is defined as a leave of absence, with pay, for a sickness suffered
14 by an employee or an employee’s immediate family. “Immediate family” is defined as the
15 employee’s father, mother, father-in-law, mother-in-law, children, employee’s spouse, brother,
16 sister, or grandparents of employee. Nothing in this policy guarantees approval of the granting of
17 such leave in any instance. The District will judge each request in accordance with this policy
18 and governing collective bargaining agreements.

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20 It is understood that seniority will accumulate while a teacher or employee is utilizing sick leave
21 credits. Seniority will not accumulate, unless an employee is in a paid status. Abuse of sick
22 leave is cause for disciplinary action up to and including termination.

23
24 An employee who has suffered a death in the immediate family will be eligible for bereavement
25 leave. The Superintendent has authority to grant bereavement leave for up to five (5) days.
26 Bereavement leave longer than five (5) days must be approved by the Board. Such leave will not
27 exceed three (3) months unless prescribed by a physician.

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29 Non-Certified Bereavement Leave

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31 Non-certified personnel will be allowed two (2) days per year at full salary for death in the
32 immediate family, taken within a ten-(10)-day period from the date of death, with additional days
33 being granted at Board discretion. Bereavement leave for other relatives requires Board
34 approval.

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36 Personal and Emergency Leave

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38 Teachers will be granted personal and emergency leave according to terms of the current
39 collective bargaining agreement. Upon recommendation of the Superintendent, and in
40 accordance with law and District policy, classified staff may be granted personal leave pursuant
41 to the following conditions:

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43 1. Leave will be without pay unless otherwise stated. If leave is to include expenses payable
44 by the District, leave approval will so state.

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- 4 2. Leave will be granted only in units of half or full days.
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- 6 3. Notice of at least one (1) week is required for any personal leave of less than one (1)
- 7 week; notice of one (1) month is required for any personal leave exceeding one (1) week.
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- 9 4. With approval of the Board, the Superintendent has the flexibility, in unusual or
- 10 exceptional circumstances, to grant personal leave to employees not covered by sick or
- 11 annual leave. The employee will not receive fringe benefits during any personal leave of
- 12 greater than fifteen (15) days. During the leave, the employee may pay the District's
- 13 share of any insurance benefit program in order to maintain those benefits, provided that
- 14 is acceptable to the insurance carrier. Staff using personal leave will not earn any sick
- 15 leave or annual leave credits or any other benefits during the approved leave of absence.
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17 Civic Duty Leave

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19 Leaves for service on either a jury or in the Legislature will be granted in accordance with state
20 and federal law. A certified staff member hired to replace one serving in the Legislature does not
21 acquire tenure.

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23 An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to
24 receive regular salary or to take annual leave during jury time. An employee who elects not to
25 take annual leave, however, must remit to the District all juror and witness fees and allowances
26 (except for expenses and mileage). The District may request the court to excuse an employee
27 from jury duty, when an employee is needed for proper operation of the school.

31 Legal Reference:	42 USC 2000e	Equal Employment Opportunities
32	2-18-601(10), MCA	Definitions
33	2-18-618, MCA	Sick leave
34	49-2-310, MCA	Maternity leave – unlawful acts of
35		employers
36	49-2-311, MCA	Reinstatement to job following pregnancy-
37		related leave of absence
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39 Policy History:

40 Adopted on: March 8, 2006

41 Revised on: