

EMPLOYEE LEAVE OF ABSENCE

The board will offer the following leave to full-time regular licensed employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave – Leave to care for a sick member of the employee’s immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office
- Emergency Leave – Leave to attend to unexpected emergencies
- Unpaid Leave – To excuse an involuntary absence not provided for in other leave policies of the board.

The board will offer the following leave to full-time regular classified employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave – Leave to care for a sick member of the employee’s immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office
- Emergency Leave – Leave to attend to unexpected emergencies
- Unpaid Leave – To excuse an involuntary absence not provided for in other leave policies of the board.

The provisions of each leave offering will be detailed in Employee Handbook.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

Note: While policy 409.2 will continue to be valid in the future, the accompanying sample exhibits 409.2E1 and 409.2E2 will be rescinded by IASB on December 31, 2020, when these leave benefits under the Families First Coronavirus Response Act expire. Your district should plan to do the same with your exhibits

Legal Reference: 29 U.S.C. §§ 2601 et seq.
Pub.L. 116–127
29 C.F.R. §§ 825; 826.
Iowa Code §§ 20; 29A; 55; 85; 216; 279.40; 607A.
Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).
Bewley v. Villisca Community School District, 299 N.W. 2d 904 (Iowa 1980).

Cross Reference: 403.2 Employee Injury on the Job
409.3 Licensed Employee Family and Medical Leave

Approved August 2021 Reviewed _____ Revised May 2021

