

## **SUPPORT STAFF LEAVES**

Consistent staffing is important to the learning environment and District operations and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work. The purpose of this policy and its regulation is to identify types of leave and situations where paid and unpaid leave from work are appropriate.

The District offers the following types of leave to support staff:

1. Sick Leave
2. Personal Leave
3. Vacation
4. Bereavement Leave
5. Professional Leave
6. Military Leave
7. Election Leave
8. Leave to vote
9. Jury Duty Leave
10. Leave for court subpoena
11. Fire Fighter Leave
12. Crime victim Leave
13. Civil Air Patrol Leave
14. Coast Guard auxiliary Leave
15. Pregnancy, Childbirth, and Adoption Leave
16. Family Medical (FMLA) Leave
17. Organ/Bone Marrow Donation

In addition, the District offers paid and unpaid holidays in accordance with the academic calendar adopted by the Board of Education. The Board may modify or eliminate holidays because of inclement weather or other reasons. Holidays may change from year to year.

Leaves with pay will be provided to full-time support staff employees and follow board approved JR if applicable. Regular part-time support staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise noted.

Adopted: June 23, 1971

Revised: June 10, 1997  
January 9, 2001  
February 25, 2003  
August 10, 2010  
August 14, 2012  
June 25, 2013  
December 9, 2014  
October 11, 2016

Cross Refs.: DLB, Salary Deductions  
HA, Negotiations with Employee Representative

HPA, Employee Walkouts, Strikes,  
GBBDA, Family Medical Leave Act

Legal Refs: §§ 41.1000, .1005, 105.270, - .271, 115.102, .639, 168.122, 169.595, 320.200,  
.330 - .339, 494.460, 595. .209, RSMo.  
Fair Labor Standards Act, 29 U.S.C. §§ 201 – 218(c)  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2611 - 2619  
Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy  
Discrimination Act, 42 U.S.C. § 2000-1-2000e-17  
29 C.F.R. § 1604.10