

LICENSED EMPLOYEE EMERGENCY LEAVE

The board realizes an emergency may arise which would necessitate a licensed employee's absence from work which is not covered by another form of leave of absence. Such leave shall be called emergency leave.

Emergency leave must be unforeseen and beyond the control of the employee. There is no set number of days that may be taken. The leave is dependent upon the need and request of the person needing to take the leave. This leave is not deducted from sick leave. The request shall be made in writing and a written record will be maintained. The superintendent shall have the discretion to grant emergency leave. The superintendent shall determine whether such leave shall be paid leave or unpaid leave.

The requirements stated in the Master Contract between the employees in that certified collective bargaining unit and the board regarding the emergency leave of such employees shall be followed.

Legal Reference: Iowa Code §§ 20.9; 279.8 (1993).

Cross Reference: 409 Classified Employee Vacation and Leaves of Absence  
414 Classified Employee Vacation and Leaves of Absence

Approved 7-11-94 Reviewed 10-11-04 Reviewed 2-12-07 Revised \_\_\_\_\_

LICENSED EMPLOYEE BEREAVEMENT LEAVE

In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a licensed employee for no more than 5 days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family will be considered to be persons to the third degree of consanguinity or marriage of the employee.

No more than 2 days of bereavement leave per year will be granted for the death of a close friend or other relative not listed above.

It is within the discretion of the building principal/superintendent to determine the number of bereavement leave days to be granted.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the bereavement leave of such employees is followed.

Legal Reference: Iowa Code §§ 20.9; 279.8 (1999).

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved 10-11-04

Reviewed 2-12-07

Revised \_\_\_\_\_

LICENSED EMPLOYEE POLITICAL LEAVE

The board will provide a leave of absence to licensed employees to run for elective public office. The superintendent will grant a licensed employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The licensed employee will be entitled to one period of leave to run for the elective public office, and the leave may commence within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent of schools at least thirty days prior to the starting date of the requested leave.

Legal Reference: Iowa Code ch. 55 (1999).

Cross Reference: 401.15 Employee Political Activity  
409 Licensed Employee Vacations and Leaves of Absence

Approved 10-11-04

Reviewed 2-12-07

Revised \_\_\_\_\_

LICENSED EMPLOYEE JURY DUTY LEAVE

The board will allow licensed employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Licensed employees will receive their regular salary. Any payment for jury duty will be paid to the school district.

Legal Reference: Iowa Code §§ 20.9; 607A (1999).

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved 10-11-04 Reviewed 2-12-07 Revised \_\_\_\_\_

LICENSED EMPLOYEE MILITARY SERVICE LEAVE

The board recognizes licensed employees may be called to participate in the armed forces, including the national guard. If a licensed employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

Legal Reference: Bewley v. Villisca Community School District, 299 N.W. 2d 904 (Iowa 1980).  
Iowa Code §§ 20; 29A.28 (1999).

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved 10-11-04 Reviewed 2-12-07 Revised \_\_\_\_\_

LICENSED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Unpaid leave for licensed employees must be authorized by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, licensed employees will make a written request for unpaid leave 7 days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the unpaid leave of such employees will be followed.

Legal Reference: Iowa Code §§ 20; 85; 85A; 85B; 279.12; 509; 509A; 509B (1999).

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved 10-11-04 Reviewed 3-12-07 Revised \_\_\_\_\_