

BOARD POLICIES	LEAVES AND ABSENCES – FULL-TIME EMPLOYEES (BP-7014) METRO TECHNOLOGY CENTERS	The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

The District provides paid and unpaid leaves for employees, as listed below:

All types of leave, other than sick or personal business, are to be requested and approved in advance. Forms documenting sick or personal leave must be completed on the first day of return to work.

- A. Any contradiction to this policy found in a negotiated agreement will prevail against that part of this policy for persons covered by that negotiated agreement.
- B. Policy BP-7015, Family and Medical Leave, will apply when appropriate.
- C. Employee means probationary full-time employee or regular full-time employee.
- D. Any absence over three (3) days for sick leave used in one fiscal year will require certification to determine if it qualifies under family and medical leave.
- E. Employees will be charged leave in one-fourth (1/4) day increments (exempt) or one (1) hour increment (non-exempt).
- F. Paid Leave:
 - 1. **Bereavement Leave:** Employees will be allowed up to five (5) consecutive workdays of bereavement leave, without loss of pay, following the death of a member of the immediate family. For bereavement leave purposes, immediate family is defined as parent or guardian, child, brother, sister, grandparent, grandchild or each similar relationship as established by marriage. Bereavement leave will be allowed for services only and any necessary travel for an aunt, uncle or similar relationship as established by marriage. The superintendent or an associate superintendent is authorized to grant an additional five (5) days following the death of a spouse or a child.

Bereavement outside the immediate family that seems to merit special consideration may be described in writing to the immediate supervisor. If the immediate supervisor approves the request, the request will be forwarded as other types of leave requests and will be chargeable to the employee's sick leave, as available.
 - 2. **Disability Leave:** During the term of employment, Metro Technology Centers will provide long-term disability insurance coverage for all regular full-time employees not represented by a bargaining unit. Disability insurance protection will become effective after the employee has been disabled for ninety (90) days and has exhausted all paid sick leave. Disability insurance coverage will terminate for the employee on the last day of employment. Exact terms of long-term disability insurance coverage will depend on the contract Metro Technology Centers has with the insurance company.

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3. **Emergency Leave:** Leave that may be granted to full-time employees, except service critical staff, during inclement weather or other adverse situations that may cause unsafe conditions for students and staff when exposed to such a situation. Emergency leave may also be taken if no other leave is available and events require the presence of the staff member such as, but not limited to, inclement weather that has damaged the staff member's or a staff member's immediate family member's property.

The Superintendent is authorized to declare such leave, which will be without a loss of pay or benefits, for full-time, employees.

4. **Holidays Paid:** All full-time regular employees, other than certified teachers and less than 12-month instructors, will receive paid holidays. The Board of Education will establish the holidays each year when it adopts the school calendar. To qualify for a paid holiday, the full-time employee must be employed by Metro Technology Centers both before and after the holiday. Employees who are not actively at work or on approved paid leave are not eligible for holiday pay for any District-paid holiday which occurs during their absence. Qualified employees will be entitled to observe as paid holidays those days when the Administrative Offices are closed for a holiday.

5. **Legal Leave:** Except for those full-time regular employees covered by a negotiated agreement, a full-time regular employee may be absent from duties for jury service without loss of pay. The full-time employee is allowed to keep any remuneration paid to them for jury duty services. The full-time employee must include a copy of the summons to jury duty when he/she submits their Request for Leave form.

A full-time employee subpoenaed as a witness to testify on any matter pertaining to their employment will not be entitled to receive a witness fee and reimbursement for mileage, as provided for in 28 O.S. § 84.1 et seq.

A full-time employee subpoenaed to appear as a witness in a civil court proceeding will not be entitled to receive the witness fee and reimbursement for mileage. Metro Technology Centers will be entitled to a witness fee equal to the amount of a substitute teacher cost, not to exceed One Hundred Dollars (\$100.00) per day, for each full-time employee subpoenaed, whether or not a substitute teacher is employed. Said fee will be paid by the party issuing the subpoena. If the full-time employee is required by the subpoena to testify in a county other than his/her county of residence or employment, he/she will be entitled to receive reimbursement pursuant to the State Travel Reimbursement Act. No such witness will receive reimbursement in more than one such case covering the same period of time or the same travel. The full-time employee will be required to make oath that the amount claimed for reimbursement has not been claimed or received in any other case or from any other source, as provided for in 28 O.S. § 84.1 et seq.

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6. **Military Leave:** Full-time employees requesting a military leave of absence may provide either a written or verbal notice to Metro Technology Centers of the employee's call to military service. Military leave without loss of pay will be determined by appropriate Oklahoma and federal laws.

Employees returning from a military leave of absence do not need to file a written notice in order to invoke rights granted to the employee under the Uniformed Services Employment and Reemployment Rights Act of 1994.

At no time will any full-time employee on military leave be at risk of losing employment at Metro Technology Centers if called to duty for the specific purpose of meeting a declared national or state emergency.

7. **Personal Business:** Upon written request, full-time employees will have the right to use four (4) days of leave per year to conduct business or for an emergency. Personal business leave will not be granted for participating in political or social problem activities. If an individual is employed by Metro Technology Centers for less than one-half (1/2) of the current contract year, the full-time employee will only be entitled to use one-half (1/2) of the personal business days allotted during that contract year. Any personal business leave not used by June 30 will be rolled over into sick leave prior to calculating bonus days, as applicable (outlined in Item 10, below).

8. **Professional Leave:** Upon application to and approval by the immediate supervisor, full-time employees may be granted professional leave to attend conferences, workshops, and professional meetings; provided, any such request that is for out of-state activity must have the prior approval of the superintendent.

With the application for professional leave, employees must provide proper documentation detailing the type of conference, workshop, or professional meeting.

Professional leave will not be granted to attend political conventions or to participate in political activities, to attend a regularly scheduled college or university class unless specifically requested by an associate superintendent, or superintendent if a direct report, and approved by the superintendent, to attend or participate in union-related activities or to attend or participate in activities not falling within the definition of professional leave. Other cases that seem to merit special consideration may be referred in writing to the appropriate associate superintendent for approval. Such requests must be approved by the immediate supervisor.

9. **Discretionary Leave:** Full-time employees will have the right to use two (2) paid days of non-accumulating discretionary leave per contract year. Discretionary leave may not be used on Professional Development days.

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10. **Sick Leave:** Full-time employees can be absent without pay loss due to personal illness, injury or pregnancy of the employee; illness, injury or pregnancy of members of the immediate family; or medical and dental appointments, under the following limitations. Sick leave will not be scheduled in units smaller than one-fourth (1/4) day (exempt employees) or one (1) hour (nonexempt employees).

Accumulation - Sick leave is provided in the amount of one (1) day for each contract month. The right to such leave will vest at the beginning of the school year. Sick leave will accumulate from year-to-year up to a total of one hundred twenty (120) days as long as the full-time employee remains continuously employed by the District.

Full-time employees who had an accumulated sick leave balance in excess of one hundred twenty (120) days prior to July 1, 1985, will maintain the accumulated balance and will earn an annual allocation at the beginning of each contract year. Any unused annual allocation which exceeds one hundred twenty (120) days at the end of the year will not be carried forward; however, a separate retirement sick leave accrual will be maintained for those days in excess of one hundred twenty (120).

Full-time employees whose employment begins after the start of their contract year will be credited with sick leave benefits proportional to the number of months remaining in the contract year at the beginning of their employment. Sick leave, actually accumulated, will be transferable from another school district, to a maximum of sixty (60) days, when the employment from that school district to this school district is without a break, other than for District out-of-school days.

Verification: To return to work after an absence extending longer than three (3) consecutive days, a full-time employee may be required by the Human Resources Department to present a physician's statement indicating that they are able to return to work.

The Human Resources Department may make an investigation at any time there is evidence that sick leave is not being used for the purpose intended. If a fulltime employee abuses the sick leave policy, he/she will be subject to disciplinary action, up to and including dismissal from employment.

Bonus Sick Leave Days: At the end of each contract year, full-time employees not covered by a negotiated agreement and who were hired before January 1, 2014, will receive one (1) additional sick leave day for every twenty-four (24) sick leave days accumulated. Bonus sick leave days earned will not be counted as part of the annual allocation but will be added to the total accumulated days. The total accumulated days plus bonus days will not exceed one hundred twenty (120) days, except for retirement sick leave accrual purposes. Employees hired January 1, 2014, and after, will not receive bonus sick days.

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Payout for Sick Leave: Employees not covered by a negotiated agreement who were hired before January 1, 2014, and who leave employment for other than an involuntary separation reason after seven (7) or more years of uninterrupted service to the District will be paid \$75.00 for each day of useable sick leave, up to a maximum of 120 days. The sick leave must have been earned while employed by Metro Technology Centers. Sick leave transferred in from another school district will not be included in the 120 days.

Full-time employees not covered by a negotiated agreement who are hired on or after January 1, 2014, and who leave employment for other than an involuntary separation reason after fifteen (15) or more years of uninterrupted service to the District will be paid \$75.00 for each day of useable sick leave, up to a maximum of 120 days. The sick leave must have been earned while employed by Metro Technology Centers. Sick leave transferred in from another school district will not be included in the 120 days.

Retirement Sick Leave Accrual: The superintendent is directed to cause a record to be created for each employee that sets forth the actual number of unused sick leave days each employee has to his/her credit at any one time in excess of one hundred twenty (120) days. Said total will include all unused days of sick leave credited to said employee in this District, including all days accumulated and reported from any other district. This total will be used only for reporting to the Oklahoma Teacher’s Retirement System (OTRS) for retirement purposes and is subject to approval by the OTRS. Sick leave placed in the Retirement Sick Leave accrual file cannot be transferred to another person.

Any sick leave brought from another school district must be submitted and notarized on district’s letterhead.

11. **Annual Leave:** Annual leave will be requested by the employee in advance. Annual leave may be denied if the absence of the employee would impair the ability of the department to accomplish its assigned function. Requests for annual leave will be approved or denied by the employee’s immediate supervisor.

Allowable annual leave will be as follows: For any new hire after July 1, 2018 the maximum days rollover from one fiscal year to the next will be thirty (30) days. Accrual of annual leave will be as follows:

All Full-Time 12-Month Employees

0-5 years	1 day/month
5-+	1.5 days/month

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For employees hired prior to July 1, 2018, the maximum days rollover from one fiscal year to the next will be thirty (30) days. Accrual of annual leave will be as follows:

All Full-Time 12-Month Employees

0-5 years	1.50 days/month
5-6 years	1.75 days/month
6+ years	2.00 days/month

The maximum allowable number of annual leave days that may be scheduled at any one time will be the total number of days that an employee has accrued. Annual leave days will not be scheduled in units smaller than one-fourth (1/4) day for exempt employees or one (1) hour for nonexempt employees.

Absence of an employee on annual leave is considered time served when computing earned annual leave vacation. Annual leave days will not be accrued for absences not included as paid herein. Holidays will not be charged against an employee's annual leave when the holiday occurs during regularly scheduled annual leave periods.

Employees who resign, are laid off, or are non-renewed will be paid for accrued annual leave, not to exceed thirty (30) days total, at the regular daily rate of pay.

12. **Workers Compensation:** Workers compensation leave will be determined by statute. Employees who are not represented by a bargaining unit who are injured in the line of duty and are disabled by a physician may be absent without loss of pay or leave for the first three (3) days that they are disabled.

13. **Leave of Absence (Unpaid):**

- 13.1 Short Term Leave of Absence (Unpaid):

After exhaustion of all available leave, a regular full-time employee not covered by a negotiated agreement and who has been continuously employed by the District for at least two years, including the probationary employment period, who needs time off work for six (6) months or less to care for self or an immediate family member may apply for a short-term leave of absence (unpaid) by completing a [Request for Leave](#) form to the Human Resources Department. The request requires the approval of the Executive Officer, Human Resources. Although the short-term leave of absence (unpaid) will not be considered as a break in employment, the period of absence will not be counted towards years of experience.

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An employee on a short-term (unpaid) leave of absence will not accrue district-provided leave during the time of absence and may continue to participate in any insurance program available to employees through payroll deduction by paying the required premium as long as such practice does not conflict with the provisions of the insurance policy or federal or state law.

An employee desiring to return from a leave of absence will submit a [Request for Leave](#) and any additional required documentation to the Human Resources Department. The employee will be subject to the same conditions of assignment as any other regular full-time employee in the same employment classification.

For purposes of this policy, immediate family includes spouse, child, foster child, parent, grandparent, grandchild, aunt, uncle, and such relationships as established by marriage.

13.2 Long-Term Leave of Absence (Unpaid):

After exhaustion of all available leave, a regular full-time employee not covered by a negotiated agreement and who has been continuously employed by the District for at least two years, including the probationary employment period, who needs time off work for longer than six (6) months to care for self or an immediate family member is eligible to apply for a long-term (unpaid) leave of absence. The employee must fill out a [Request for Leave](#) form and submit to the Human Resources Department. The request must be approved by the Executive Officer, Human Resources, Superintendent, and Metro Technology Centers Board of Education. A long-term leave of absence (unpaid) is noncumulative, but, unless otherwise required by law, shall be for one (1) contractual year or for the remainder of the contractual year if the year has already begun.

Renewal of a long-term leave of absence (unpaid) may be granted for one (1) additional year by filing a [Request for Leave](#) form with the Human Resources Department on or before April 15 for the following contractual year. The request requires the approval of the Executive Officer, Human Resources; Superintendent; and Metro Technology Centers Board of Education.

To return to work, the employee must submit a [Request for Leave](#) to the Human Resources Department prior to expiration of Leave of Absence. An employee failing to submit the request terminates affiliation with the District at the expiration of the leave. Reinstatement may be approved during the period of the leave if the service of the employee is needed.

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An employee on a long-term (unpaid) leave of absence will not accrue district-provided leave. Although the long-term (unpaid) leave of absence will not be considered as a break in employment, the period of absence will not be counted towards years of experience.

An employee granted a long-term (unpaid) leave of absence may continue to participate in any insurance program available to employees through payroll deduction by paying the required premium as long as such practice does not conflict with the provisions of the insurance policy or federal or state law. An employee returning from a leave of absence shall be subject to the same conditions of assignment as any other regular full-time employee.

For purposes of this policy, immediate family includes spouse, child, foster child, parent, grandparent, grandchild, aunt, uncle, and such relationships as established by marriage.

- G. Failure to call in for three (3) consecutive days when absent from work assignment may result in a recommendation of the employee's dismissal from employment.

2.0 CROSS REFERENCE: BP-7015, BP-7029

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
22-Nov-99	B	Revised
27-Aug-01	C	Revised
26-Aug-02	D	Revised
23-Jun-03	E	Revised
22-Dec-03	F	Reformatted
15-Dec-03	G	Legal references reviewed and revised as necessary
28-Jun-04	H	Revised
22-Nov-04	I	Revised
05-Oct-10	J	Revised
13-Sep-11	K	Revised: changed title from "Staff Leaves and Absences" to "Leaves and Absences – Regular Full-Time Employees; "changed the amount on "G" to one-fourth (1/4), instead of one-half (1/2); changed the requirement for a doctor's statement after three days of absence from "must have" to "may be required by the supervisor to present"; added failure to call in for three (3) consecutive days when absent from work assignment may result in a recommendation of the employee's dismissal from employment; changed annual leave requests, will be approved by the employee's immediate supervisor; deleted Legal References 6-105, 35F and 84 O.S. §§ 1 et seq.; added Cross Reference BP-7015 and BP-7029; and changed date formats under Revision History

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07-May-13	L	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework
10-Dec-13	M	Updated emergency leave based upon board action at 6-4-2013 regular board meeting; changed discretionary leave from one (1) to two (2) days; removed requirement that employees provide two (2) weeks prior notice of resignation for annual leave accruals, up to 30 days, if any, to be paid upon the employee's separation from employment. Clarified bonus sick leave days and payout for accrued annual leave upon separation from the district. Updated sick leave bonus.
07-Nov-17	N	Revised to allow non-exempt employees to take leave in one-hour increments. Bereavement Leave revised to remove <i>'5 days for aunt or uncle'</i> and replaced with <i>'as needed for services and necessary travel.'</i> Revised to allow non-exempt employees to take Sick Leave in one-hour increments; revised to stipulate Retirement Sick Leave is only for reporting purposes and cannot be transferred to another person. Revised with Annual Leave amounts adjustment for new hires.
06-Aug-19	E	Revised to clarify use of emergency leave, limitations in use of discretionary leave and requirement that annual leave be requested in advance.

***** End of Policy *****