



## SECTION V: EMPLOYEES

## POLICY 5155

### EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK SCHEDULE

#### **Sick Leave**

Sick leave will be provided to exempt employees at the rate of one (1) day of sick leave per month of employment, depending on the length of their contract. For example, an exempt employee on a ten- month contract will accrue one (1) day of sick leave per month, for a total of ten (10) days sick leave for the fiscal year.

Sick leave is interpreted as the time when personal illness, accidental injury, pregnancy or personal illness in the immediate family keeps an employee from being present to conduct his/her regular daily work. Immediate family is defined as spouse, parent, sibling, child (this includes foster child), grandparent, or grandchild and corresponding in-laws and corresponding step relatives.

Any misuse or use of sick leave for other purposes may result in disciplinary action or termination. The district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits, particularly at the following times:

- Employee is absent for three (3) or more consecutive days, .
- Days immediately preceding or following holidays or non-work days other than weekends.

If an employee fails to provide the requested documentation for their illness/injury, resulting in absences in excess of their annual sick leave accrual, this could be considered excessive absenteeism and a misuse of sick leave.

Sick leave may also be used for dental, physical and eye examinations for employee and dependents in the immediate family. It is the responsibility of the employee to enter the absence in Frontline.

When the employee severs connection with the district for any reason, all his/her accumulated sick leave is cancelled. In the event of reemployment in the district within six (6) months, accumulated sick leave will be reinstated. If he/she is employed by another school district, his/her accumulated sick leave may be transferred to the receiving district up to sixty (60) days. Accumulated sick leave can be transferred into our district from another school district up to sixty (60) days.

#### **Maternity Leave**

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. If your



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child is born during the summer months or a holiday break (or your leave overlaps with a school break), the law requires that these non-contract days be included within the six weeks available to you. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. You must use this maternity leave before any other paid leave. A school district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, maternity leave provided must be used prior to any shared sick leave available under the district's program.

#### **Parental Leave**

The district will provide full-time employees who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to one (1) week of paid leave immediately following the birth of the employee's child and to care for such child, or immediately following the adoption or foster care placement of a child, for a maximum of one (1) time per contract year. If your child is born or the adoption or foster care placement occurs during the summer months or a holiday break (or your leave overlaps with a school break), these non-contract days will be included within the week available to you. Parental leave is not in addition to the six (6) weeks of paid maternity leave.

#### **Personal Business Leave**

The district shall provide for all exempt employees three (3) days of unrestricted personal business leave per school year. If hired within a school year, this amount will be prorated according to hire date.

Requests for personal leave shall be made in advance of time needed, if possible. Personal leave may not be used before or after a holiday, except with prior supervisor approval.

Exempt employees will have the option of either rolling over their unused personal business leave days to sick leave or receiving payment at the certified substitute rate for each unused personal business leave day.



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#### **Bereavement Leave**

All support employees will be granted bereavement leave as follows:

Five (5) days: In the event of the death of a spouse, child, parent, or corresponding in-laws or corresponding step relatives.

In the event of the death of a spouse or child, an employee may use an additional five (5) days of sick leave, if available, without the requirement of medical paperwork.

Three (3) days: In the event of the death of a sister, brother, grandparent, grandchild, or corresponding in-laws or corresponding step relatives.

One (1) day: In the event of the death of an aunt, uncle, niece, nephew, or corresponding in-laws or corresponding step relatives.

Bereavement leave may be taken any time within thirty (30) days of the death of the relative. Days do not have to be taken in consecutive order.

The District reserves the right to require proof of the death before allowing bereavement leave.

#### **Jury/Legal Leave**

Jury duty should be submitted through Frontline with a copy of the jury summons attached. Legal leave may also be requested for legal proceedings affecting employment, the school, or the district. Personal legal proceedings do not fall under jury/legal leave and employees own personal or vacation leave may be utilized.

#### **Vacation Leave**

Full-time employees who are contracted and working twelve (12) calendar months, are entitled to vacation. Vacation must be requested three (3) days in advance of the time needed and requires supervisor approval. In extenuating circumstances, the supervisor may approve vacation without prior notice, if it does not interfere with the operations of the district. Employees who work less than full-time assignments are not eligible to receive vacation benefits.

Employees may accrue a maximum of 240 hours (30 days). No further vacation time will be earned until the employee has used vacation time to reduce the number of accrued hours below 240 (30 days).

Employees on unpaid leave do not accrue vacation benefits.



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Unless otherwise provided by an employee's contract, upon termination of employment, each employee shall be entitled to be paid for all accrued unused vacation days at the employee's daily rate for the current school year.

Vacation will accrue from the first month of employment. Vacation will begin to accrue on the last Monday of the month following start date.

To facilitate a smooth transition in staffing, vacation time shall not be taken during the notice period prior to voluntary employment termination, unless an emergency situation is documented. Such exceptions require approval by the Human Resources department.

Employees in full-time assignments shall be allowed vacation time annually according to the following schedule:

Years of Service	Vacation Accrual Rate (Days Earned per Month)	Maximum Vacation Days Earned per Year
0 through less than 1 year	.50	6
1 through less than 5 years	1.00	12
5 through less than 10 years	1.25	15
10 through less than 15 years	1.50	18
15 through less than 20 years	1.75	21
20 years and over	2.00	24

If an employee transfers to a twelve (12) month position and is eligible for vacation, previous years of service will be awarded for those years an employee worked in a nine (9) month position with a minimum of thirty (30) hours per week.

#### **Epidemics/Pandemics**

Exempt non-administrative employees shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order. Exempt non-administrative employees are not required to use leave for time lost in these circumstances if the campus is closed and no work is assigned.

This provision does not prevent the District from requiring exempt non-administrative employees to telework from home or another site when the school campus is closed due to an epidemic. Exempt non-administrative employees who have been directed to telework who are unable to work from home or another site due to illness or another reason should utilize their accrued leave to cover their absence.



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#### Employee Association Leave

An exempt non-administrative employee may request a leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The non-administrative employee requesting employee association leave must provide the district superintendent, or their designee, with proof of election and proof of the term of office for the national, statewide, or school district employee association. Proof of the election must include certification by the employee association of the date of the election and the results of the election.

The board of education may, in its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the district, regardless of whether the benefit is paid by the employee on leave or the association for which the employee is serving as an officer, director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the non-administrative employee's position with the district will be maintained without advancement on the salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the employee on leave will not accumulate service credit within the Teacher's Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the non-administrative employee may return to their former position or a comparable position.

During the leave of absence, the non-administrative employee granted leave will be prohibited from accessing district office space.

#### Meal Breaks

Meal breaks for exempt employees are intended to be a minimum of thirty (30) minutes in length.

Source: *Broken Arrow Board of Education policy adoption, June 25, 2018.*

*Broken Arrow Board of Education policy revised, November 7, 2022.*

*Broken Arrow Board of Education policy revised, November 6, 2023.*