

PERSONNEL: Classified

Leaves, Holidays, and Vacations

Types of Leaves

1. Military

a. Active Duty

Upon completion of an employee's military obligation, he/she shall be reinstated to his/her previous position, one of similar scope and complexity, or to an advanced position for which the Director of Personnel or his/her designee believes the employee is qualified by virtue of his/her service experience and training. Where the employee is returned to his/her former job classification, he/she shall be entitled to all annual increments (allowable in the salary grade) for which he/she would have become eligible had the employment been continuous. This procedure applies under the conditions listed.

- (1) The returning veteran has been separated under honorable conditions. Veterans separated under other than honorable conditions shall forfeit their rights under this policy.
- (2) The veteran applies for reinstatement within ninety (90) days of separation or an approved extension thereof.
- (3) Service period has not been voluntarily extended beyond four (4) years of total active duty since August 1, 1961.
- (4) The veteran is still qualified to perform the duties of his/her former position of one of similar scope and complexity.
- (5) It is possible and reasonable to reinstate the veteran. Should the type of work formerly performed by the veteran no longer be required by the employer, or shall all suitable positions be filled by employees with a greater length of service with the Board of Education, the veteran shall be removed from leave status and placed on layoff pending future suitable openings.
- (6) Employees who are ordered to extended active duty shall be compensated for lost time up to fifteen (15) working days.

b. Training

Military training leave in excess of fifteen (15) working days per annum shall not be considered as qualifying service for the purpose of computing the accrual of benefits such as vacation, sick leave, etc.

In order to implement this policy, the employee must present the Board of Education with a copy of his/her military orders. In the absence of supporting documents, lost time due to military training or short-term emergency duty shall be uncompensated. Regularly scheduled training or drill sessions are not compensable under this provision.

2. Injury in the Line of Duty

An employee injured in the line of duty requiring absence from work shall be placed on leave.

The employee shall have his/her salary payments maintained during this period of disability without charge to his/her sick leave for a maximum of twelve (12) months. When Workmen's Compensation checks are received by the employee, subsequent salary due the employee will be reduced by the amount equal to the compensation checks until the salary previously paid is recovered by the Board of Education. The employee, on termination of service with the Board of Education, who is indebted to said Board for advanced disability pay, must reimburse said Board for the amount of indebtedness.

The Board will continue to pay its share of the cost of health insurance for an employee receiving Workmen's Compensation benefits, including up to twelve (12) months following the expiration of personal injury and sick leave benefits.

This leave shall cease when the period covered by the Workmen's Compensation Law has expired.

An employee absence from work under the Workmen's Compensation Program will be given up to one (1) year of service credit in determining his/her salary or vacation eligibility. While the employee is on leave, salaries will be frozen, and any allowable advancement on the salary scale will become effective upon the employee's return to work. Vacation time will be accrued at the normal rate for one (1) year during this leave. If such disability leave extends beyond one (1) year, vacation time will not be accrued during the extended time.

The appropriate administrator must file a report of the accident with the appropriate department within twenty-four (24) hours of the injury.

It is the responsibility of the disabled employee to check with his/her physician and to inform his/her appropriate administrator of the approximate date he/she can return to his/her regular assignment.

3. Holidays

Should a holiday fall on a full-time employee's normal day off, it shall, at the discretion of the appropriate administrator, be observed on the first normal working day preceding or following the date of the recognized holiday. Should the employee be required to work on his/her observed holiday, he/she shall receive holiday pay plus pay for hours worked on the holiday.

However, should an employee be assigned duties on an observed holiday but fail to report, the employee shall forfeit his/her holiday pay, and an appropriate deduction shall be made.

Permanent part-time employees regularly assigned duties on less than five (5) days per week shall be eligible for only those holidays which fall on one (1) of their regularly scheduled workdays.

Persons hired as substitutes, normally for an anticipated continuous period of less than three (3) weeks, shall be ineligible for holiday pay.

Also see Master Agreement between Council 67/Local 434 of AFSCME, AFL-CIO and the Board of Education and Master Agreement between BACE/TABCO and the Board of Education.

Rules

Superintendent of Schools

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