

Personnel - Certificated Employees**PROFESSIONAL STAFF LEAVES AND ABSENCES****Personal Time Off**

Ten (10) days of personal time off (prorated for full-time equivalency of less than 1.00) will be granted each contract year for certificated employees, to be used as personal time off or according to the sick leave provisions within this policy. Personal time off utilized for non-sick leave provisions may not exceed five (5) consecutive days. Prior administrative notification and approval is required for coordination of substitutes and articulation of the educational program. Emergencies or extenuating circumstances will be at administrative discretion. Personal time off during the first/last five days of the school year, during parent-teacher conferences, or immediately preceding or following scheduled breaks on the school calendar will be allowed only on a limited basis with prior administrative approval and discretion.

At the conclusion of the contract year, unused personal time off shall be converted to accumulated sick leave up to the specified maximum with no carryover of excess. If the employee retires or leaves the district, unused personal time off shall be paid in the employee's last payroll check. Payment for unused personal time off stipulated above shall be based on the individual's prorated daily rate of their base salary and full-time equivalency (e.g., 1/185).

**At the conclusion of the 2024-25 contract year, unused personal days shall be converted to accumulated sick leave.*

Sick Leave

Sick leave shall be accumulative to a maximum of sixty-five (65) days.

Employees will be eligible to utilize accumulated sick leave when they are absent from work due to their own illness or injury, or for qualified family leave as specified below. All personal time off shall be expended prior to the employee utilizing accumulated sick leave. A doctor's statement may be required.

Upon retirement and application, if qualified, for retirement benefits through the Nebraska Public Employees Retirement System, employees that have been employed by the District a minimum of six consecutive years will be compensated seventy-five dollars (\$75) per day for up to sixty-five (65) days of unused accumulated sick leave days, payable in the employee's last payroll check. The rate will be prorated according to full-time equivalency (FTE) for part-time employees.

Family Leave

Accumulated sick leave days may be used for family emergency leave to care for individual(s) in the employee's immediate family when said individual(s) are born, adopted, ill, injured, or deceased (bereavement). Bereavement leave may be used to make arrangements for funeral and related services, attend the funeral, and for emotional recuperation.

Annual maximum of 50 days

Spouse

Annual maximum of 25 days

Children

Annual maximum of 10 days

Mother/Father

Annual maximum of 5 days

Mother/Father-in-law

Brother/Sister

Brother/Sister-in-law

Son/Daughter-in-law

Grandparents

Grandchildren

A maximum of one day of accumulated sick leave per funeral may be used for bereavement to attend services for aunts, uncles, first cousins, nieces, or nephews.

A maximum of two (2) days of accumulated sick leave per year may be used for bereavement to attend services for individuals not specified in family leave above.

Professional Leave

Two days of professional leave will be allowed each year without loss of pay for certified employees. The professional leave must be approved by the building principal. In certain instances, more than two days may be allowed but must be approved by the superintendent.

Jury Duty

Any employee of the district required by law to be absent from work to report for jury duty shall keep any money paid to him/her by the court for serving the jury duty and shall not be subject to any loss of pay, nor loss of any other accumulated days of leave as a result of his/her absence from employment due to such jury duty. Prior administrative notification is required for coordination of substitutes and articulation of the educational program.

Date of Adoption: 1978

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5/22/08; 7/13/09; 2/10/2014; 12/14/2015; 2/20/2023; 12/16/2024 Effective Beginning 2025-
26 School Year