

USD 297

LEAVE AGREEMENT

Reviewed, Amended, & Approved 9/10/2007

Sick leave is defined as leave due to the illness of the employee. Teachers are granted ten (10) days leave per year, accumulative to thirty (30) days. Of this allowed sick leave, three (3) days per year (non-accumulative) may be used as leave due to illness of members of the employee's immediate family.

Personal leave is defined as teacher leave for personal reasons. Each teacher is allowed two days of personal leave per year, non-accumulative. Personal leave should be requested at least one full day in advance of the leave; the reason for the leave need not be stated.

Except in unusual circumstances where the following provision(s) may be waived by the principal and the superintendent, personal leave will not be granted: 1) to more than four teachers on the same day; 2) during the first week of school or the last week of school; 3) on the day(s) immediately preceding or immediately following a vacation.

Emergency leave is defined as leave for a family emergency such as illness or death and for any funeral a teacher decides to attend. It is not to be construed as a business emergency. Emergency leave is not accumulative.

Teachers are granted three (3) days emergency leave per year if needed. In the event of the death of a parent, guardian, or child, emergency leave will be granted up to a maximum of five (5) days. There is no salary deduction for emergency leave.

Business leave is defined as leave for business reasons. Teachers are allowed two days business leave per year; it is not accumulative. One of these two days may be allowed with no salary deduction if prior approval is secured from the building principal and the superintendent. Generally, the no-deduct leave will be allowed if the teacher's presence elsewhere on the requested day is clearly required and if the business to be taken care of cannot reasonably be scheduled on some other day. Otherwise, a salary deduction is made for business leave. The deduction is equal to the current rate of pay for substitute teachers.

Jury leave is defined as leave for contracted school employees to participate in a jury-selection process and/or to serve as a member of a jury, as notified and required by law. A request for jury leave should be made as far in advance as possible, and the request will include submitting a copy of the written notice to appear for jury selection and/or jury duty. No limit will be placed on the number of days of jury leave allowed under the above conditions. There is no salary deduction for jury leave.

Educational leave is defined as teacher leave to attend curriculum or other educationally-oriented meetings. Educational leave as defined will be granted by the board on an individual basis and on such occasions as it appears to be in the best interest of the students to do so. However, educational leave will not be granted for a teacher to attend a class for college or university credit or to perform

a task for which (s)he is paid--unless the board or administration has made a written request for the teacher to attend said class or to perform said task.

Educational leave will be administered as follows: The teacher may make request for such leave through the building principal to the superintendent for transmission to the board for their approval. Such requests must be made prior to a regular board meeting that precedes the day(s) of leave. Such requests for leave will require the recommendation of the building principal.

When educational leave is granted by the board, the board will pay the salary of the instructor and the salary for the substitute or some arrangement by mutual agreement.

School leave is defined as leave to sponsor school activities.

REQUESTS FOR ADDITIONAL LEAVE

When unusual circumstances make additional leave necessary for an employee, the employee may submit a request to the board of education to grant additional day(s) or additional type(s) of leave. The employee will make such a request in writing and will file it with the building principal for transmission to the superintendent and the board of education.

Such requests may be made in advance of the leave or may be made retroactively; they will be considered on a case-by-case basis in regard to number of additional days allowed, salary to be deducted, and the like.

SUPPLEMENTARY PAY

The board may see fit to contract teachers for presently unforeseen services, and compensate those selected at a reasonable amount above the salary schedule. When the service is established as a permanent part of the school program, it will be placed in a category and the compensation for such services printed in the supplementary pay schedule.

DEVIATION FROM SALARY SCHEDULE

The board reserves the right, if circumstances deem it necessary, to employ an instructor above the adopted salary schedule. If there are questions regarding whether or not this procedure has been practiced, the chairman of the salary committee may request such information from the board of education and dispense it to the faculty if (s)he desires.

OTHER SALARY AGREEMENTS

1. Effective with the 1984-85 school year, an experienced teacher who is hired by St. Francis USD 297 will be given salary-schedule credit for all years of teaching experience.
2. From one year to the next, a teacher may not advance more than two columns horizontally and one step vertically on the salary schedule. For example: a teacher with BS + 15 training and 15 years of experience (currently being paid on the BS + 15 Column, Step 11)

completes his Master's degree during the summer; his salary for the ensuing year will be MS Column, Step 12.

3. College or university hours that are to be counted for advancement on the salary schedule must be completed and officially reported to the superintendent no later than October 1 of the school year in which the salary advancement is to occur.
4. In September and January of each school year, a teacher may be paid half of his salary for the month on the mid-point day of the monthly pay period. To receive this half-payment, a teacher must request it no later than one week prior to the designated mid-point day.