



840+ SCHEDULE STAFF ADDENDUM

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ADULT EDUCATION

Staff Leave Policies

840-hour employees

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**ADULT & COMMUNITY EDUCATION
SALARIED SCHEDULE STAFF HANDBOOK
LEAVE POLICIES**

A. MISCELLANEOUS

1. The provisions hereinafter set out pertaining to leaves shall be subject to and interpreted in conjunction with the Family and Medical Leave Act of 1993. (P.L. 103-3). Check current forms on U.S Department of Labor website- <http://webapps.dol.gov/>
2. Attendance by staff members is critical to supporting the Board adopted philosophy and achieving the Board adopted objectives of the Wayne County Joint Vocational School District.

Any staff member not using any Sick Leave during any school fiscal year will receive a two hundred dollar (\$200.00) incentive bonus, subject to all appropriate deductions. It will be the responsibility of the member to present verification of the non-use of Sick Leave, signed by his / her immediate supervisor, to the Treasurer's Office by June 30. Members on unpaid leave of absence are not eligible for this provision.

3. Any unused Personal Leave at the end of any school year will be converted to Sick Leave.

Any staff member not using any Personal Leave during any school year covered by the Contract will receive a one hundred dollar (\$100.00) incentive bonus, subject to all appropriate deductions. It will be the responsibility of the staff member to present verification of non-use of Personal Leave, signed by his / her immediate supervisor, to the Treasurer's Office by June 30. Members on unpaid leave of absence are not eligible for this provision.

B. PERSONAL LEAVE DAYS: NON-RESTRICTED

1. Right To Leave
Each staff member with a contract of 840 hours or more scheduled at the start of the contract year earn three (3) days non-accumulative Personal Leave per school year. All Personal Leave days are non-restrictive and will be granted on a first-come / first-serve basis.
2. Notice of Intent to Use Leave
Notice of intent to use Personal Leave shall be submitted in Frontline at least five (5) days in advance of the anticipated absence.

However, in the case of an emergency, notice of the intent to use Personal Leave shall be made soon as possible. The supervisor shall forward the notice to the Director of Operations.

Submit Personal Leave on your timesheet in Frontline.

3. Restrictions

No Personal Leave may be requested prior to the start of the member's contract year for which it is being requested.

Personal Leave will not be granted on scheduled professional development days.

C. LEAVE WITHOUT PAY

A staff member may apply for leave without pay. Notice of the request to use leave without pay shall be provided by the member completing and delivering to his / her immediate supervisor a leave request form at least five (5) days in advance of the anticipated absence. Granting of such leave is not automatic and shall be made at the discretion of the Superintendent. Leave without pay shall be granted in one-eighth day (1/8), one-quarter day (1/4), one-half day (1/2) or full day increments.

D. PROFESSIONAL LEAVE

1. Eligibility for Leave

A staff member requesting Professional Leave for attendance at a professional conference shall submit leave using Frontline. In addition, an estimate of cost of reimbursement will be submitted with the request.

Submit Professional Leave on your timesheet in Frontline.

2. Post Conference

If requested by the Administration, a staff member will file a written and / or oral report to his / her immediate supervisor on professional meetings for which salary and / or expenses are allowed.

E. SICK LEAVE

1. Sick Leave regulations for all certified/licensed personnel follow State law. Sick Leave is not available for use by Staff members to provide childcare or companionship for a pre-school or school-age child or any family member who is not in a condition of ill health.
2. An accurate record of Sick Leave shall be on file in the Treasurer's Office of the school.

3. Accumulation

All staff members shall accrue Sick Leave based on hours worked. A maximum of fifteen (15) days may be accumulated per year. The maximum number of accumulated Sick Leave days is two hundred eighty (280), except for part time, regular classified positions which is a maximum of one hundred twenty (120) days.

Sick Leave credit to which a public school teacher is entitled will also accumulate during the paid period of time that the teacher is absent from duty because of illness.

The Superintendent may require satisfactory medical evidence that the staff member is either able or unable to resume his / her duties as an employee of the District.

Each new staff member may be advanced five (5) days of Sick Leave.

4. Use of Sick Leave

Sick Leave benefits shall be used only for absence resulting from personal illness, injury, exposure to a contagious disease, death or illness in the immediate family, and pregnancy. All such absences shall be charged against the Sick Leave of the staff member.

A staff member may use Sick Leave, upon approval of the Superintendent, in case of the death of relatives other than immediate family. The other relatives shall include: sibling, parent-in-law, grandparent, grandparent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, uncle, aunt, first cousin, niece and nephew.

Pregnancy, childbirth, and related medical conditions will not be treated any differently from other equally disabling physical conditions or illness for the purpose of granting Sick Leave.

Staff members using less than a full day of leave will have time missed recorded in one-eighth day (1/8), or one-quarter day (1/4), or one-half day (1/2) increments.

When missed time does not require a substitute, staff members may, with supervisor's approval, make a calendar change or if less than 2 hours make it up within 5 work days in lieu of using Sick Leave. Making-up time disqualifies you for the Sick Leave Incentive Bonus.

When the staff member will need a substitute for one (1) hour or less, the member, with supervisor approval, may ask another staff member to cover his/her class. The staff member covering the class will not receive compensation for this coverage.

5. Immediate Family Defined

For the purpose of clarification, "immediate family" shall be defined as: spouse, child / custodial child, child-in-law, grandchild, parent or parent / guardian, parent-in-law, grandparent, grandparent-in-law, sibling, sibling-in-law, or any other family member who has stood in the same family relationship of the employee as any of these such as in the case of legal guardianship. In addition for purposes for death in the immediate family, an employee may use Sick Leave, upon approval of the Superintendent, in case of the death of relatives other than immediate family. The other relatives shall include uncle, aunt, first cousin, niece and nephew.

6. Salary Adjustments

At the point where a staff member has exhausted his / her accumulated Sick Leave, the Treasurer would continue his / her regular salary payments until total earnings have been paid.

A staff member who has exhausted his / her accumulated Sick Leave days but has returned to work would have an amount equal to his / her daily rate deducted from his / her payroll check, if additional Sick Leave days are taken during any two (2) week period in which accumulated sick days were not earned to cover the Sick Leave.

7. Payment of Health Care Package

The Board will continue its share of payment for the Health Care Package to provide one (1) complete month of coverage following the month earnings are exhausted. The staff member may continue these plans through the group, at his / her expense, during a Medical Leave.

F. MEDICAL LEAVE

1. Right to Leave

When Sick Leave is exhausted, a staff member shall, upon request, be granted Medical Leave without pay. If leave begins prior to January 1, such leave shall have a maximum duration of the balance of the school year. If leave begins January 1 or after, such leave shall have a maximum duration of the balance of the school year and the subsequent school year.

2. Extension of Leave

A staff member desiring to extend a leave into the subsequent school year shall, by April 1, submit a written request plus doctor's recommendation to the Superintendent. Extensions to the time limitations stated above may be made at the discretion of the Board.

The Board reserves the right to require an independent medical opinion on request. Expenses of the Board approved medical opinion and mileage shall be paid for by the Board.

3. Restrictions

Sick days shall not accrue during a Medical Leave.

4. Right to Return from Leave

If a staff member on Medical Leave gives the Superintendent proper notification by April 1 of his / her desire to return to active employment, he / she shall be assigned, not later than the beginning of the first semester, to the same certification as he / she held at the time the leave commenced.

5. Retirement Payments to STRS and SERS

During the period of leave, the staff member may contribute or purchase service to the State Teachers Retirement System (STRS) and / or School Employees Retirement System (SERS) as provided by Ohio Revised Code Sections 3307.512 and 3309.27.

6. Payment of Health Care Package

The Board will continue its share of payment for the Health Care Package to provide one (1) complete month of coverage following the month earnings are exhausted. The staff member may continue the Health Care Package through the group, at his / her expense.

7. Payment for Substitute

The Board will be responsible for the pay of the substitute.

G. JURY DUTY / COURT APPEARANCE / COMPULSORY LEAVE

1. Staff members are encouraged to serve on jury duty as an act of public duty. The member will be paid the difference between his / her regular compensation and the remuneration received for serving as a juror (Ohio Revised Code 3313.311). The Superintendent and the appropriate supervisor shall be notified promptly when a summons is received.
2. Staff members who are subpoenaed to appear in court as a witness because of the performance of their employment duties in the school, or other tribunal in connection with a matter regarding the District, will be released and will be provided full compensation. Witness fees received must be paid to the Board. Leave will not be deducted from any other type of leave.
3. Staff members who are obligated by legal authorities in a matter that delays his / her arrival to school (e.g. witness to an accident) will not have that time of delayed arrival to school deducted from any type of leave. The member whose lateness was due to such an unavoidable delay must provide satisfactory evidence of such delay.

H. BEREAVEMENT LEAVE

1. For the death of a member of their “immediate family,” staff members shall be granted Bereavement Leave of up to four (4) workdays. If the death requires travel out of state, an additional day may be added if additional days are required, they may be taken under paid Sick Leave.
2. Immediate Family Defined for Bereavement
For the purpose of clarification, “immediate family” shall be defined as: parent or parent / guardian, spouse, or child / custodial child.

I. WORKERS' COMPENSATION

Staff members may recover benefits from Workers' Compensation for accidental injuries received while on school property subject to rules and regulations of the Department.

1. A letter of rights, choices, dates and the responsibilities of the employee and employer will be provide to the worker injured on the job.
2. The employee injured on the job, by mutual agreement between the worker and the employer, may come back to work on light duty with a doctor's approval.
3. Employees injured on the job and receiving benefits from the Workers' Compensation System will receive Board paid insurance benefits for up to a total of six (6) months at the current rates / split.

<p>ADULT & COMMUNITY EDUCATION TUITION REIMBURSEMENT POLICY</p>
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An amount of \$2,000 will be set aside each fiscal year (July 1 - June 30) for the purpose of tuition reimbursement for salaried contract staff members.

The money is to be used for college courses, professional development seminars or workshops pertinent to the employees' specific field or teaching area.

The money is to be used for tuition only. Books, parking, student fees or lab fees are not included.

Each of the employees of the salaried contract will be eligible to receive up to \$500 in any fiscal year.

The staff member must submit a Pre-Approval for Tuition Reimbursement Request Form for each class, professional development seminar or workshop at least two weeks prior to the start date of the class to their immediate supervisor for approval.

The employee will pre-pay for the course, seminar or workshop. Please note that you must receive pre-approval from you immediate supervisor. Once the course is completed, a Tuition Reimbursement Request Form must be filled out. The form must include grade and / or certificate, proof of completion and proof of payment. This form will then be signed by the employee's immediate supervisor and sent to the Treasurer's Office along with a purchase order for reimbursement (up to \$500). The employee should receive reimbursement within 30 days.

Note: The Tuition Reimbursement Forms consists of two ½ pages. Half page for pre-approval and the other half page for the request of reimbursement.