

**Nerstrand Elementary School Policy 410.1**  
**Independent Charter School District #4055**

*Adopted: 4/8/2002*

*Amended: 6/10/2002*

*Amended: 4/14/2008*

*Amended: 8/26/2008*

**410.1 Salaried Staff Leave Policy**

**I. PURPOSE**

The purpose of this policy is to provide guidelines for the different types of paid leave to Nerstrand School employees in accordance with state and federal personnel laws/policies

**II. GENERAL STATEMENT OF POLICY**

A. Sick Leave.

1. Salaried staff begins each new school year with eight (8) days of sick leave.
2. No more than thirty (30) days sick leave may be accrued and carried forward each school year. The maximum amount of accrued sick leave would be forty (40) days (for qualifying employees). Employees may petition the board to “borrow” no more than three days’ sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time. Employee may use any available current year personal day options as sick leave compensation.
3. Once an employee has borrowed the maximum of three (3) sick days against the next year’s sick leave, any further sick days will result in a prorated daily wage reduction taken from the next paycheck.
4. Long term substitute teachers may begin accruing sick leave, after their first ten days of service. Substitutes earn one (1) days of sick leave per twenty (20) days worked.
5. A sick leave bank may be established by the board based on a determination of need, and financial feasibility.

B. Maternity/Paternity/Adoption Leave

1. A Maternity/Paternity/Adoption Leave request shall be submitted in writing three (3) months prior to the date of the requested leave of absence. Documentation indicating the expected due/arrival date should accompany any such request.
2. Six (6) weeks (thirty working days) are granted for Maternity/Paternity/Adoption Leave.

3. Employees may use up to thirty (30) sick leave days for use as Maternity/Paternity/Adoption Leave. If thirty sick days are not available, employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time.
4. Employees may be granted an additional two (2) weeks of Maternity/Paternity/Adoption Leave at the cost of substitute teacher compensation.
5. Leaves exceeding the six (6) week guideline may be granted at the board’s discretion and given appropriate physician’s documentation.

C. Personal Leave

1. Salaried staff accrues five (5) personal leave days per school year.
2. Salaried staff members may accrue any unused Personal Leave days as Sick Leave days up to a maximum of 10 days each year.
3. Additional compensation days (or equivalent) may be available, at the discretion of the Director, for those attending conferences deemed “required and essential to the school.” The Director shall be responsible for arranging for a Nerstrand representative.

D. Bereavement Leave

1. Bereavement leave not exceeding five (5) days may be granted to salaried staff who experience the death of an immediate family member, including: a spouse, child, parent, sibling, grandparent, and/or father/mother-in-law.
2. Additional leave may be granted at the discretion of the Director on behalf of the Board.

E. Long Term Substitute Pay

1. The Board of Directors establishes long-term substitute pay rate annually. Included in that rate would be an initial pay rate for the first ten (10) days of employment and an adjusted rate for all days following. This rate includes the accrual of sick time after the first twenty (20) days of employment.

**III. DISSEMINATION OF POLICY.**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.