

GARH UNCOMPENSATED LEAVES & ABSENCES-RELEASED TIME POLICY GARH

Employees may be granted leave without pay.

APPROVED: November 13, 2000

REVIEWED AND APPROVED: February 13, 2012

GARH-R UNCOMPENSATED LEAVES & ABSENCES-RELEASED TIME POLICY GARH-R

Released time/leave may be granted to qualified contracted employees.

Definitions:

- 1). A qualified school employee is defined as one eligible for membership in KPERs. Administrators shall be excluded from the provisions of this policy.
- 2). Daily gross wage for salaried employees is defined as base pay in the contract, any additional enhancement, including extra duty pay (excluding supplementary contracts for driver education, summer music programs and summer school programs), divided by the number of working days in the contract.
- 3). Those employees paid on an hourly basis will not “clock-in” for the days when leave is granted. Where applicable the maximum hours on their contract will be reduced by the corresponding length of time for the leave.

Regulations:

Leave without pay must be requested, in writing, of the principal or special education director at least three (3) duty days in advance of the date to be absent. Leave without pay will not be granted for any day during the first and last weeks of school, the day prior nor the day subsequent to a school holiday or vacation, on in-service days, nor parent/teacher conference days. However, the principal or director may exercise discretion and waive any of the exclusions in the case of an emergency. The principal or director must determine the availability of substitutes for staff on requested leave dates. The unavailability of substitutes for a requested date would provide cause for denial of a leave without pay.

GARH-R UNCOMPENSATED LEAVES & ABSENCES-RELEASED TIME POLICY GARH-R-2

1. For employees who have been employed by USD 273 for at least twelve (12) years, an amount of uncompensated leave, up to but not exceeding five (5) days, may be requested in advance by employees for the following contract year. Such requests must be made in writing by July 1 for the contract year that then begins in August.
2. The total amount of uncompensated leave days requested and total gross daily wage for salaried employees shall be listed on the contract. The total amount of the salary deduction will be deducted in equal monthly increments during the contract year. All other regulations contained within this policy shall still apply for those making the advanced request.
3. Requests must be made in writing by September 1, 2015 for the 2015-2016 school year.

Uncompensated absence on released time may only be taken in full day or half-day increments.

APPROVED: November 13, 2000

REVIEWED AND APPROVED: February 13, 2012

APPROVED: August 10, 2015