

River Valley School District

2019-20

All Staff Employee Handbook

Approved by Board July 11, 2019

requested for an inservice/workshop day, the day of the school fair, or to extend a holiday, vacation recess, or a convention will be subject to pre-approval of the District Administrator. All days that extend a holiday, vacation recess, or a convention will not be approved for reimbursement unless the leave is used for medical purposes, emergency situations, bereavement, or immediate family weddings as determined by the District Administrator who may require verification as appropriate. If the leave is used for medical purposes, a physician's statement will be required for reimbursement.

Cap at 20 staff absent (district wide) on the same day, unless medical concerns warrant or if pre-approved through administration.

If an employee is absent for 3 or more consecutive contract days, the employee will be required to provide a written physician statement within 10 calendar days of returning to school to receive reimbursement. If no documentation is provided, the day will be docked in pay. If the absence is for reasons outside of medical or emergency leave, the employee must be granted pre-approval by the District Administrator to be absent additional days resulting in dock pay. In order to request approval, a written request must be submitted. Approval to use dock pay will also result in the deduction of a reimbursable leave day. Employees are required to state a reason for the use of docked pay days.

In the following situations—Bereavement, Immediate Family Weddings, and Emergency Leave—employees may use up to 5 days per occurrence. Immediate family includes employee's parents, siblings, and children. Leave requested beyond the 5 days may be approved in extenuating circumstances at the District Administrator's discretion.

No payment is made for unused reimbursable leave days, current or accumulated, at any time, unless otherwise indicated.

Requests for leave should be made at least two (2) working days in advance of taking such leave, except in the case of an emergency or illness.

Reimbursable Leave Sharing Program

1. Definitions

The Reimbursable Leave Sharing Program (RLSP) is defined as a reserve of reimbursable days, beyond any individual accumulations, which are deposited by employees for use by any eligible employee during a medical emergency.

- a. A medical emergency is defined as a catastrophic, life-threatening health condition or conditions affecting the physical or mental health of an employee or his or her immediate family member that requires the care of a physician, prolonged absence of the employee from duty and, because the employee will have exhausted all of his or her paid leave, results in a substantial loss of income.
- b. "Immediate family member" is defined as spouse, domestic partner as defined by Wisconsin Statutes Chapter 770, biological child and/or legally adopted child, through the end of the month in which the child turns age 26.

2. Eligibility

All employees of the River Valley School District who meet the eligibility criteria are eligible to participate in the RLSP. Participation in the RLSP is voluntary. Eligibility criteria are as follows:

- a. The employee must be eligible for River Valley School District reimbursable leave.
- b. The employee must have exhausted all other applicable paid leave.
- c. The illness or injury is not covered by Workers' Compensation, long-term disability or other compensation programs unless such benefit has been exhausted. Also, the RLSP benefit will cease if/when an employee becomes eligible for Workers' Compensation, long-term disability or other compensation programs.
- d. The employee has not been disciplined for reimbursable leave abuse during the past two (2) years.

3. Deposits

Up to four (4) reimbursable days per employee, based on hours worked per day, may be deposited in the RLSP upon establishment of said RLSP. Annually, thereafter, employees may deposit up to two (2) days in the RLSP. All deposits will be deducted from the accumulated leave of the contributing employee(s). Two (2) contributed days will result in one (1) day credited to the bank. The total number of hours in the RLSP at any one time shall not exceed four thousand (4,000) hours. Once days are contributed to the RLSP, they are non-refundable to the contributor.

4. Withdrawals

- a. Employees may request to use reimbursable leave days from the RLSP for medical emergencies as defined under "1. a." above. Requests for use of reimbursable leave days from the RLSP must be made at least ten (10) business days prior to the exhaustion of an employee's paid leave days, if possible.
- b. Requests for use of reimbursable leave from the RLSP shall be made in writing by the employee, when capable, and/or his/her representative(s). Requests shall be made to the District Administrator. The request shall be accompanied by a report from a doctor identifying the employee's or family member's medical emergency and the anticipated length of said medical emergency. The request must also indicate the number of days requested. The number of reimbursable days that the employee receives will be taxed as wages or salary at the recipient's hourly or daily pay rate.
- c. The employee's withdrawal from the RLSP will include the employee's regular salary or wages and fringe benefits.

5. The RLSP Application Process

- a. Applications to utilize days from the RLSP will be made to the District Administrator.

- b. The request to withdraw days from the RLSP will be forwarded by the District Administrator to the full School Board for action. The School Board will meet as soon as possible. Information supplied by any health care provider in support of an employee's application will be shared with the Board. Any such information disseminated to the District Administrator or the Board may be further disseminated without the written approval of the employee unless otherwise authorized by school policy or law. Any application for use of reimbursable leave days from the RLSP leave bank shall constitute a release by the applicant of such information to the persons named herein for the purposes described herein.
- c. Withdrawals from the RLSP shall not exceed sixty (60) consecutive workdays per year per employee.
- d. The District Administrator shall notify the requesting employee within five (5) working days after the School Board meeting if his/her RLSP withdrawal request has been approved or denied. The decision of the School Board is final.

6. Special Circumstances

- a. If an employee exhausts the leave granted by the School Board, he or she may reapply providing the School Board with evidence of extenuating circumstances.
- b. An employee requesting leave beyond 60 days shall be considered on a case by case basis by the School Board.

7. Requests and Reporting

- a. The Business Manager will notify employees and solicit requests for deposits to the RLSP initially and every September 1, allowing fifteen (15) calendar days for individual responses (September 15).
- b. At the November school board meeting, the Business Manager shall present a report showing RLSP usage and balance of days available to use in the succeeding 12 months
- c. If extenuating circumstances present during a given school year, the School Board may open the date for employees to make deposits to the RLSP.

Professional Leave

Professional leave will be granted when a staff person is completing a district required or district approved event or activity. Examples of professional leave include, but are not limited to attending a professionally relevant conference or clinic, a co-curricular activity where you serve as adviser or coach and you have students participating, IEP meetings, field trips, and/or you are attending an event that is requested by administration. Employees are required to state a reason for the use of professional leave days and must have prior approval from direct supervisor.