

LEAVE

Annual Leave

For full-time 12-month employees, annual leave is accrued as follows:

- Full-time personnel (12-month contract employees) shall receive annual leave with pay. The annual leave allowance for eligible employees is based on the length of service established by anniversary date and shall accrue according to the total number of days of annual leave granted according to the annual leave policy.

Annual leave is to be taken during the fiscal year in which it is granted. All annual leave must have prior approval from supervisor. A maximum of eighty (80) hours may be carried over to the next fiscal year, anything over that will be lost. Employees will be compensated for unused annual leave upon leaving the school district or retiring.

Any employee hired prior to July 1, 1998, for a full-time position qualifying for annual leave, will accrue annual leave as follows:

- 80 hours (2 weeks) after 1 year of continuous employment;
- 120 hours (3 weeks) after 3 years of continuous employment; and
- 160 hours (4 weeks) after 5 years of continuous employment.

Any employee hired for a full-time position qualifying for annual leave on or after July 1, 1998, will accrue annual leave as follows based on years of service:

- Annual leave will be accrued at a rate of 6.67 hours per month for new hires. After three (3) years of continuous employment, annual leave will accrue at a rate of 10 hours per month. After five (5) years of continuous employment, annual leave will accrue at a rate of 13.33 hours per month. Annual leave can be taken upon prior approval of supervisor as soon as it has accrued. A maximum of eighty (80) hours may be carried over the next fiscal year, anything over that will be lost.

Any employee transferring from a full-time non-annual leave position to an annual leave position will be given credit for years of service based on the employee's anniversary date. Part-time employees transferring to a full-time annual leave position will be given credit for years of service based on number of hours actually worked during their part-time service divided by 2080 to determine number of years to calculate annual leave.

Sick Leave

The Board of Education provides sick leave for all full-time employees at Canadian Valley Technology Center. Sick leave is to be granted to employees who are absent from their duties due to personal accidental injury, illness, or pregnancy; or accidental injury or illness in the immediate family. This also includes dental, physical, and eye examinations for employees and dependents in the immediate family.

For the purposes of this policy, the following definitions apply:

- “Full-time employee” – Employee of Canadian Valley Technology Center who is employed full-time for the type of services provided for a minimum of one hundred seventy-two (172) days per year.
- “Certified staff” – Teachers and counselors whose duties and responsibilities require certification from the Oklahoma Department of Education.
- “Immediate Family” – Employee’s spouse/partner, parent or guardian, child, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, or each similar relationship as established by marriage; or a person residing in the same household as the employee.

Sick leave is to be vested at the beginning of each contract period equal to one (1) day per month of the contract. Sick leave is cumulative with a maximum amount of sixty (60) days to be carried over to the next contract period.

Pay for sick leave will be at the current salary rate then in effect during the contract period for which leave is taken. Pay for sick leave is limited to the number of hours per day for which the employee is regularly employed.

When an employee severs full-time status with the district for any reason other than retirement, all accumulated sick leave is canceled. In the case that an employee is employed by another school district the next succeeding school year, up to sixty (60) days of accumulated sick leave may be transferred to the receiving district.

If after exhausting all sick leave and parental leave, when applicable, a certified staff member is absent from his/her duties for personal accidental injury, illness, or pregnancy the employee shall receive for a period not to exceed twenty (20) days his/her full contract salary less the amount actually paid a certified substitute teacher for his or her position if a certified substitute teacher is hired; or normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

Any misuse or use of sick leave for other purposes may result in disciplinary action including but not limited to suspension, non-renewal, or termination.

Employees requiring sick leave will notify their supervisor at the earliest possible time. Arrangements for a substitute, if necessary, will be made by the supervisor.

It is the employee’s responsibility to fill out an online Request for Time Off. If the leave extends more than three (3) working days and requires a physician’s care, a release from the attending physician is necessary to return to work.

Personal Business Leave

All qualified personnel will be provided five (5) days of personal business leave; these days are noncumulative. Days will be prorated according to procedure if employee is hired after July.

All personal business leave must have prior approval of supervisor, with exceptions for emergency situations.

Personal business leave is awarded at the beginning of each fiscal year. For new employees who begin work at Canadian Valley during the fiscal year, the schedule of accrual follows:

For 11 and 12-month employees who start work:

- July 1 to October 31: 5 Personal business days
- November 1 to February 28/29: 3 Personal business days
- March 1 to June 30: 1 Personal business day

For 10-month employees who start work:

- August 1 to November 10: 5 Personal business days
- November 11 to February 20: 3 Personal business days
- February 21 to May 31: 1 Personal business day

Attendance Incentive

An attendance incentive payment is available to qualified personnel for unused sick leave over the maximum carryover of sixty (60) days and unused personal business leave up to a maximum of three (3) days.

This incentive payment may occur following the end of each fiscal year by reimbursing employees based on the unused sick and personal business leave earned at the rate of .002 X number of unused days X annual base salary. This policy excludes pay for supplementary contracts such as, but not limited to, curriculum development, short-term adult instruction, and consulting.

This incentive payment will be contingent upon district funds available and approval by the Superintendent and Board of Education on an annual basis.

Community Service Leave

The District encourages employees to be active citizens and provides leave for participation in organizations and activities of benefit to the community. All regular full-time employees are eligible to apply for up to one day of Community Service Leave for the purpose of volunteerism. Examples of appropriate utilization include volunteering at the CV Tech Foundation Golf Tournament, United Way, Food Bank, sending school, or participation in an event/activity sponsored by a nonprofit organization. Leave may not be used for events with a political or religious purpose. Such leave is noncumulative and nontransferable.

Community service leave is awarded at the beginning of each fiscal year. For new employees who begin work at Canadian Valley during the fiscal year, the schedule of accrual is as follows:

- July 1 to December 31: 1 day
- January 1 to June 30: 0.5 day

All community service leave must have prior approval of supervisor.

Jury Duty

An employee may be absent from duties for jury duty without loss of pay. The employee shall submit any compensation, excluding mileage reimbursement, received for jury duty to the school treasurer upon receipt.

Military Leave

It is the policy of the technology center to provide leave for employees who are a component of the armed forces in the United States including members of the National Guard, when that support employee is ordered by proper authorities to active duty of service.

For support employees, military leave shall be without loss of status, efficiency rating pay, or benefits during the first thirty (30) calendar days or the first thirty (30) regularly scheduled work days for support employees, or not to exceed two hundred forty (240) hours, of such leave of absence in any federal fiscal year.

For certified employees, military leave shall be without loss of status, efficiency rating pay, or benefits during the first thirty (30) working days of such leave. The technology center will also comply with all other rights guaranteed under state and federal law.

Professional Leave

Professional leave is defined as leave granted to an employee to attend work-related improvement activities, staff development programs, or educational organization functions. Professional leave may also be granted to attend local or community civic affairs.

All professional leave must be requested and approved by the immediate supervisor prior to the day(s) of leave. In the absence of the employee's supervisor, leave may be approved by the assistant superintendent or designee. The Superintendent is authorized to take corrective action against any abuse or professional leave.

Bereavement Leave

The board of education will provide up to 3 days' leave with pay for each bereavement in the immediate family of an employee, with an additional 2 days' leave with pay for a spouse/partner, parent, or child. If additional time is needed because of travel or other special considerations, a request may be submitted. Some of the additional time may be charged to leave available (excluding community service leave) to the employee. Such leave must be approved by the Assistant Superintendent/Campus Director. If the employee has to be absent for a funeral other than immediate family, the absence will be charged to leave available (excluding community service leave) to the employee.

Immediate family is defined as the employee's spouse/partner, parent or guardian, child to include miscarriage, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, or each similar relationship as established by marriage; or a person residing in the same household as the employee.

Epidemic Leave

Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.

Early Release

The Board of Education grants authorization to the Superintendent to authorize early release as deemed appropriate.

Early release allows employees to leave the work day earlier than their normally scheduled end time without taking leave or away without pay if they are able.

Authorized Absence

The Board of Education authorizes the superintendent to grant paid authorized absence during school closure and other campus-specific or district-wide emergencies. Such leave can be assigned to individuals, groups, or all staff and faculty as deemed necessary by the Superintendent.

Employee Association Leave

An employee may request a leave of absence to hold office as an officer, director, trustee, or agent of a nation, statewide, or technology center employee association. The certified employee requesting employee association leave must provide the technology center superintendent, or their designee, with proof of election and proof of the term of office for the national, statewide, or technology center employee association. Proof of election must include certification by the employee association of the date of the election and the results of the election.

The Board of Education may, at its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the technology center, regardless of whether the benefit is paid by the employee on leave or the association for which the employee is servicing as an officer director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the employee's position with the technology center will be maintained without advancement on the minimum salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the employee on leave will not accumulate service credit within the Teacher's Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the employee may return to their former position or a comparable position.

During the leave of absence, the employee granted leave will be prohibited from accessing technology center office space.

Parental Leave

All full-time employees may request up to six (6) weeks paid time off following the adoption or birth of a child ("Qualifying Event"). Employees must take paid parental leave in one continuous period of leave immediately following birth/adoption of child. Any unused paid parental leave will be forfeited. Employee must be employed by the district for at least one year and have actually worked at least 1,250 hours during the previous 12 months immediately preceding the date that the leave would begin. A technology center employee taking parental leave pursuant to this policy shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled. Any paid parental leave taken pursuant to this policy will be designated as FMLA leave, if applicable, and will run concurrently with FMLA-protected leave.

Eligible employees using maternity leave under this policy may use up to six weeks of available leave to extend their maternity leave provided the eligible employee has sufficient leave to cover the extended duration. This additional maternity leave time shall not exceed six weeks unless a licensed

medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or care for a newborn. Eligible employees seeking to use available leave to extend the duration of their maternity leave shall notify the district in accordance with FMLA.

In the case of eligible individuals who are employed pursuant to a contract that is less than 12 months, parental leave shall only be granted if (a) the Qualifying Event takes place while the employee is contracted to work and actually providing services or (b) if the six (6) week period following the Qualifying Event extends into time that the employee is contracted to work and actually providing services. In no case will the parental leave granted extend longer than the six (6) weeks following the Qualifying Event.

If a holiday occurs while the employee is on paid parental leave and such employee would usually be entitled to holiday pay for such day, such day will be paid as holiday pay. However, the occurrence of a holiday or a day when district offices are not open to conduct business shall not extend the maximum length of parental leave.

With regard to any shared sick leave program that is currently offered or which may be offered in the future by the technology center, provided parental leave must be used prior to any shared sick leave available under the center's program.

Upon termination of the individual's employment at the Technology Center, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse of a woman who has given birth to a child.
- Be the biological parent to a newborn child.
- Have newly been placed with a child for adoption purposes (the child must be under the age of 18). To qualify under this provision, the child being adopted must have resided with the employee for three (3) months or less when the parental leave is to begin. The adoption of a spouse's child is excluded from this policy.

Reference: OKLA. STAT. tit. 44, §209; OKLA. STAT. TIT. 72, §48; OKLA. STAT. tit. 70, §6-104;
OKLA. STAT. tit. 70, § 6-101.40; Atty. Gen. Op. No. 73-297; Atty. Gen. Op. No. 76-161;
OKLA. STAT. tit. 70, § 509.12; OKLA. STAT. tit. 70 O.S. § 6-104