

Personnel

Series 400

Policy Title: Employee Leaves of Absence –

Code No. 409.2

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The board will offer the following leave to full-time regular licensed employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave- Leave to care for a sick member of the employee’s immediate family
- Bereavement Leave – Leave to mourn the loss of a family member
- Adoption Leave – Leave for an employee who legally adopts a child
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office

The board will offer the following paid leave to full-time regular classified employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave – Leave to care for a sick member of the employee’s immediate family
- Bereavement Leave – Leave to mourn the loss of a family member
- Adoption Leave – Leave for an employee who legally adopts a child
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office

The provisions of each leave offering will be detailed in the Employee Handbook and applicable appendix.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

29 U.S.C. §§ 2601 et seq.

Pub.L. 116–127

29 C.F.R. §§ 825; 826.

Iowa Code §§ 20; 29A; 55; 85; 216; 279.40;
607A.

Whitney v. Rural Ind. School District, 232

Iowa 61, 4 N.W.2d 394 (1942).
Bewley v. Villisca Community School
District, 299 N.W. 2d 904 (Iowa 1980).
Reviewed: June 2, 2008
June 3, 2013

Amended: January 11, 1988
January 14, 1991
June 2, 2008
July 17, 2017
May 6, 2019
September 8, 2020
February 1, 2021

Cross Reference: 403.2 Employee Injury on the Job
409.3 Licensed Employee Family and Medical Leave
409.8 Licensed Employee Unpaid Leave