

General Personnel

Leave and Absence Policies Applying to All Employees

Specification of Fringe Benefits

It shall be the policy of Granite City Community Unit School District No. 9 to award to all full-time personnel, on an annual basis, the contractual employment benefits ("fringe benefits") for insurance, emergency leave, sick leave, and personal leave; all in accordance with the Illinois Revised Statutes and the Rules and Regulations of the Board of Education and, where applicable, any negotiated collective bargaining agreements.

The definition of a full-time employee is any person, other than a substitute, who has reported for duty and is regularly scheduled to work twenty-one (21) or more hours per week, excluding overtime, after being officially employed by a vote of the Board of Education.

These benefits are to be awarded on the basis of being actively employed during the assigned scheduled employment period in anticipation of being actively employed through the assigned scheduled employment period; or in other limited situations.

In any situation involving less than a designated assigned scheduled employment period of active employment, the contractual employment benefits (other than insurance) shall be pro-rated.

Leaves of Absence

It shall be the policy of Community Unit School District #9, Granite City, Illinois, to provide methods by which employees may be absent from their work assignments without jeopardizing their employment. Such absences shall transcend normal expected employee absences such as emergencies, brief illness, etc., or absences mandated by law, or of necessity, or to the mutual benefit of the District and the employee.

It is intended that the implementation of these methods be mandatory for employees that have exhausted contractual benefits, which allow for absences from work assignments.

Sick Leave Reserve

In the event that an employee contracts a terminal illness in which death is eminent and in the event the said employee has insufficient sick days to complete the current school year, it will be the policy of the Board of Education to allow other employees to donate sick leave in an amount sufficient for completion of the current school year or terminated by the death of the employee. Employees eligible to donate sick days are those who have accumulated sick days in excess of 100 days. If the ill employee commences to draw benefits under the state retirement or disability system, he/she will cease to draw benefits from this reserve. Any remaining days will remain in the reserve for future use.

To approve transfer of days, the Board of Education must receive a letter from a licensed medical examiner indicating the employee is suffering from a terminal illness and that the illness will cause eminent death.

Employees donating sick leave will utilize the form provided by the Superintendent's office. Individual records of donations will remain confidential and become part of the employees' personnel record.

Employees who have received 30 sick leave days upon return to work according to Article 36, Section 36.2 of the working agreement will not be eligible to donate days.

Non-Pay Days

As the presence of our staff members is vital to the overall functioning of the school district, requesting non-pay (dock or deduct) days is strongly discouraged.

In the rare instances not covered by other types of leave, an employee may submit a written request to the Personnel Department for non-pay days, not to exceed three (3) days per school year. This written request should state the reason and be made two (2) months in advance if possible.

Requests shall be limited to one request every three (3) school years, July 1 – June 30. The leave shall not be combined with holidays to lengthen the period of time in question.

Permission may be granted if a substitute for the employee can be secured. The administration reserves the right to deny the requests for leave to maintain efficient operation of the District.

Bad Weather Conditions

Bad weather cannot be used as a reason for not being on the job. All employees are expected to report for work, and those who do not will lose a day's pay.

In interpreting this, the Superintendent must exercise reasonableness regarding late arrivals.

Reasonableness must be exercised regarding late arrivals. Deduction should not be made if the employee arrives at work even as late as 12:00 noon, but he/she is to lose pay if he/she fails to be on the job.

The only exception to this will have to be in the true nature of an emergency, such as a car wreck on the way to work. Weather or road conditions are not an acceptable reason for not being on the job.

This applies to all employees.

ADOPTED: 9/25/07