

Article IX.A.1.s. Contract Employee Leaves of Absence

A. Short-Term Leave of Absence (15 working days or less)

1. Eligibility

All contract employees are eligible to apply for short-term absence without pay. Short-term absences without pay must be requested by written application and approved in advance in order to preserve employment.

2. Approvals

Short-term absences without pay of up to three (3) days per school year may be approved by the employee's principal or supervising administrator. Any absence beyond three (3) days, up to (15) days, requires approval by the principal or supervising administrator and the appropriate assistant superintendent. Application and approval shall be in writing, and applications forms are supplied by the Human Resources office.

3. Limitations

Contract employees are expected to work on all work days so designated by the Board's "work-day calendar," except for illness, personal leave, earned vacation (twelve (12)-month employees), or other requested and approved absences. Employees who do not have earned vacation should plan their vacation during periods outside of the work-day calendar.

4. Criteria for Approval or Denial of Short-Term Absences

Before granting short-term absences without pay, the following criteria shall be considered:

- a. the best interests of the students and of the educational program as a whole;
- b. the welfare and morale of the staff;
- c. the current workload of the school or department involved;
- d. the need for substitutes and the availability, effectiveness, and cost of substitutes when required;
- e. the extent to which work missed can be made up later or covered by other employees; and
- f. repeated or frequent use.

5. Contract Employees Not Eligible for FMLA

Subject to approval by the applicable member of the superintendency, contract employees who are not eligible for FMLA may be granted an additional fifteen days of short-term leave without pay (for a maximum of thirty (30)) within ninety (90) days of childbirth or pre-adoption placement subject to the following:

- a. application is made with the applicable assistant superintendent prior to the requested leave days; and
- b. failure to return after approved leave or failure to apply for another eligible leave option will constitute voluntary resignation, and the employee will be charged the full cost of insurance benefits retroactively to day fifteen (15) of short-term leave without pay.

6. Unauthorized Absences

Absenteeism without authorization (including absences related to a withdrawal of services, walkout, or strike) is considered job abandonment and will result in employee discipline up to and including termination.

B. Long –Term Leave of Absence

Long-Term Leave of Absence (sixteen (16) days to one year) is available to all contract employees. (Contact the Human Resources office for eligibility and restrictions.)

C. Insurance Coverage while on Leave without Pay

For contract employees taking approved leave of absence without pay, Granite District will provide medical and life insurance coverage in the regular group program for up to twenty-one (21) calendar days following the last work day in any one contract year. No additional premiums are required for this coverage. District-paid coverage will end at the close of day twenty-one (21).

Contract employees who want continuing medical coverage thereafter may purchase a separate self-pay policy through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Application and information regarding the COBRA program should be made through the Human Resources office. Premiums for such coverage shall be paid by the employee directly to the Granite School District Accounting office.

Contract employees are free to purchase any other medical insurance through any insurance company instead of purchasing insurance through the COBRA program.

Life insurance coverage is not available through the COBRA program.