

NKESP Contract Provisions re: Absences and Leaves

Type of Leave/Article/Paid/ Unpaid	Number of Days	NOTICE REQUIRED	REASON REQUIRED
<p>Sick Leave (XIV.14.3, Page 28). Paid Leave</p> <ul style="list-style-type: none"> • Doctor’s note required for absence of 5 consecutive work days. Absence of more than 20 days, provide doctor’s note with specific diagnosis, treatment & expected return date; when returning, doctor’s note must state date to return to work full duty with no restrictions; update from doctor every 3 weeks; sick leave may be used for extreme illness in the immediate family (section 14.5). • If sick day used before or after a holiday, doctor’s note is required to be attached to timesheet, or employee is not paid for the holiday. • TDI – see contract, page 30 	<p>See contract for sick days that are provided per year. Maximum accrual of 130 days.</p>	<p>Record with building principal;</p> <p>Record in Attendance system under Sick-ESP>Sick-ESP-</p> <p>If for family member, record in Attendance system under Sick-ESP>Family Sick-ESP</p>	<p>No.</p> <p>No.</p> <p>Yes. Must list family relation in attendance system under “NOTES TO ADMINISTRATOR”</p>
<p>Bereavement (Absence Due to Death in Immediate Family) (XIV.14.4, page 32). Paid Leave</p> <p>Death of Immediate Family Member (Spouse, domestic partner, parents, parents in law, step parents, children, step children, grandchildren, siblings, daughter or son in-law/Domestic Partner equivalent, or other relatives who are members of immediate household)</p>	<p>Up to 5 days for each occurrence, including day of funeral.</p>	<p>Record with building principal;</p> <p>Record in attendance system under Bereavement > Bereavement-5 Day Max</p>	<p>Yes.</p> <p>Yes. Must list family relation in attendance system under “NOTES TO ADMINISTRATOR”</p>

<ul style="list-style-type: none"> • Death of brother in law, sister in law, grandparents, and in case of domestic partner their immediate equivalents • Death of uncle, aunt or first cousin, niece, nephew 	<p>2 days leave; Thereafter – 1 sick day, 1 personal day, leave without pay (with permission)</p> <p>1 day for funeral. Thereafter, 1 sick day, 1 personal day, leave without pay (with permission)</p>	<p>Record with building principal; Record in attendance system under Bereavement > Bereavement-2 Day Max</p> <p>Record with building principal; Record in attendance system under Bereavement> Bereavement-1Day Max</p>	<p>Yes. Yes. Must list family relation in attendance system under “NOTES TO ADMINISTRATOR”</p> <p>Yes. Yes. Note family relation under “NOTES TO ADMINSTRATOR”</p>
<p>Personal Leave Article XIV.14.8, page 33, Paid</p>	<p>3 days</p>	<p>At least 48 hours in advance. Record in attendance system under Personal Day>Personal</p>	<p>Not required to state reason unless it is one of the circumstances in the next section.</p>
<p>Personal Leave Needing Permission Article XIV.14.8-c, page 34, Paid</p> <ul style="list-style-type: none"> • Under 48 hours’ notice • When leave is day before or after school vacation or holiday • When request is for 3 consecutive days 	<p>Full Time employees must use ½ normal work day.</p>	<p>Yes. Notice given in attendance system under Personal Day> Personal-Permission as soon as the need for leave is known. <u>Leave requires Superintendent approval. NOT GUARANTEED LEAVE</u></p>	<p>Yes. Must state reason under “NOTES TO ADMINISTRATOR” in these three circumstances. Leave is conditional upon Superintendent’s approval. Do not take leave until approval is received.</p>

Military Leave Article XIV.14.7, page 33, paid. See contract language re: pay	Not to exceed 14 calendar days	Yes. Request in writing to Superintendent. Record in attendance system under MILITARY.	Yes. Record reason in attendance system under “NOTES TO ADMINISTRATOR”
Religious Holiday Article XIV.14.1-c page 27		Yes. Request to Superintendent as soon as known; Record in attendance system under Personal Day > Personal-Permission or Vacation (Vacation for 12-month employees only).	Provide religious holiday name under “NOTES TO ADMINISTRATOR”
Vacation (12-month Employees) Article XIV.14.2, page 27 paid Discouraged from taking while school is in session unless approved by the principal.	Number of days based on number of years worked. See pg. 27. Not to accumulate more than 30 days.	File statement of intent with Supervisor each year prior to June 1 st ; Record in Attendance system under Vacation.	No.
Leave Without Pay Article XIV.14.12, page 35 See contract circumstances that leave without pay is considered – page 35.	Up to 1 year for pursuing education, long term illness or emergency situation.	Yes. Request for leave shall be made as far in advance as possible. Approval not guaranteed. If approved, record in attendance system under LEAVE WITHOUT PAY.	Yes. Record reason in Attendance system under “NOTES TO ADMINISTRATOR”. Please do NOT make any plans/reservations until your request is approved”
Jury Duty, Occupational Disability or Injury Leave, Pregnancy Leave See contract pages 33 - 34			