

Other Types of Leave

Personal Leave

An employee may cash in two (2) unused personal days per fiscal year. Written requests to cash in personal days must be received by Payroll no later than June 1.

Certified Staff

Personal leave of three (3) days per fiscal year, cumulative to five (5) days, is granted to certified staff with a contract of 0.5 FTE or higher. See Negotiated Agreement for more details on personal leave for certified staff.

Classified Staff

Personal leave of three (3) days per fiscal year, cumulative to five (5) days, is granted to classified staff working twenty (20) hours per week or more.

Personal leave for classified staff is granted in hours and a personal leave day is the same as the number of hours per workday, based on a five-day workweek.

Bereavement Leave

Up to a total of five (5) days absences shall be authorized by the immediate supervisor because of the death in the immediate family. Conditions of this policy pertain to both sides of the family. These five (5) days are in addition to accumulated sick leave and are not chargeable to sick leave. When extenuating circumstances exist, the Superintendent or designee may allow an exception. This leave is non-cumulative.

Immediate family is defined for Bereavement Leave to include spouse, parent, child, grandparent, sibling, aunt, uncle, niece, nephew, relative or companion resident of the same household, guardian, and ward.

Community Involvement

An employee may be granted community involvement leave when, in the judgement of the Superintendent, there is a benefit derived for the community or the District as a whole by attendance/participation in community organizations. Leave in this category will not exceed three (3) days per fiscal year. Leave for community involvement must be approved in advance by the employee's Supervisor.

State committees and commissions

Certified employees may use up to five (5) days of paid leave for service on committees and commissions established by the state of Idaho, the legislature, or any of the departments or agencies of the state of Idaho.

The amount of any honorarium or compensation received for service on committees or commissions, except actual and necessary expenses, shall be deducted from salary otherwise due to the employees.

Previous Policy: 404.1, 404.3, 404.9 & 603.5

Cross Reference: Negotiated Agreement

Legal Reference: I.C. §33-1279 Released time for service on state committees and commission

Policy History:

Adopted on: June 13, 2017

Revised on: