

Classified Staff Leaves and Absences

The NWBOCES Board will provide a plan for leaves are designed to help members of the professional and classified maintain their physical health, take care of family and other emergencies and/or obligations and grow professionally.

Temporary absences shall be authorized by the Administrator or building administrators when the absence does not affect the NWBOCES program.

Sick Leave - Sick leave for classified staff will accumulate at a rate of one day per month or a percentage of time employed. The allowable accumulation will be up to 480 hours based on actual hours. When an employee has reached their accumulated sick leave, additional hours will be bought back per Policy 6008b-R. Sick leave is to be used for the illness of a staff member or members of their family. All leaves of absence beyond accumulated sick leave are unpaid. When an employee goes beyond their accumulated sick leave (more than as qualified for family medical leave):

1) Earning of sick days will reduce at a pro-rated amount to the leave without pay hours for the month.

2) The cost of the health insurance/TSA benefit paid on behalf of the employee (employer's share) will be deducted from the appropriate paycheck based on actual cost for the days the employee is absent in excess of accumulated sick leave.

Personal Business Leave - Leave will be granted in the amount of 5 days per year, or a percentage of time employed, for the employee conducting personal or business matters. It is recommended that leave be approved by the administration five working days prior to the leave. Reasons for leave need not be given.

1) The cost of the health insurance/TSA benefit paid on behalf of the employee (employer's share) may be deducted from the appropriate paycheck based on actual cost for the days the employee is absent in excess of accumulated personal leave days shall be accumulated as sick days if reported by June 30th, the end of each fiscal year.

Professional Leave - NWBOCES will allow attendance at p meetings during the school year without loss of time or grievance may be filed by the employee upon denia administration to attend such a meeting. Travel expenses w by NWBOCES when attendance at these meetings is approv recommended that not more than five (5) days per year shall for professional leave. All professional leave shall be a the Administrative Director.

Days in District - In order to receive regular advancement salary schedule, the classified staff person must have minimum of 80% of their scheduled hours (other than as qu family medical leave).

Jury Duty - Leave with pay will be given to employees to jury. Any compensation received by an employee shall be end BOCES.

6008a

Revised 4-27-05
Revised 1-23-08
Revised 2-25-09
Revised 12-12-12
Revised 11-16-17

Bereavement Leave - Employees will be entitled up to three pro-rated paid leave per fiscal year for bereavement purpose the death of a family member (spouse, child, parent, daughter-in-law, mother-in-law, father-in-law, grand grandchildren, or siblings.

Annual Reserve Duty

Request for leave for annual reserve duty, drill training training of reservists must be submitted on an individual through the immediate supervisor. All military leave processed in accordance with Board Policy 6008c-R to 6 federal statutes.

Substitutes, when necessary, for employees—shall be obtained in usual manner and paid by NWBOCES.

6008b

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