

**JORDAN SCHOOL DISTRICT  
&  
Jordan Education Association**

**Licensed Negotiated Agreement**

**2020-21**

**Negotiations Team**

Anthony Godfrey, Ed.D.	Superintendent of Schools
John Larsen, CPA	Business Administrator
June LeMaster, Ph.D.	Administrator of Human Resources
Jenny Pedler	Teacher, Kauri Sue Hamilton
Amanda Parker	Teacher, Copper Mountain Middle
Carol Ramsay	Teacher, Silver Crest Elementary
Jessica Dunn	UniServ Director

**Jordan School District Board of Education**

Bryce Dunford	President, Precinct 5
Tracy J. Miller	Vice President, Precinct 3
Matthew Young	Secretary, Precinct 2
Jen Atwood	Member, Precinct 7
Marilyn Richards	Member, Precinct 4
Darrell Robinson	Member, Precinct 1
Janice L. Voorhies	Member, Precinct 6

**Licensed Negotiated Agreement  
Final & NEG Policies  
2020-2021**

**Between Jordan School District Board of Education  
&  
Jordan Education Association**

The Jordan School District Board of Education and Jordan Education Association (JEA) agree to the following:

- 1) Salary Level increases (previously "steps") will be given for licensed employees for the 2020-2021 school year.
- 2) Continuing Education Advancement (previously "lanes") will be given for qualifying licensed employees for the 2020-2021 school year.
- 3) All salary levels on the traditional licensed salary schedule will be increased \$625 (base salary of \$48,625).
- 4) Employees will cover fifty (50) percent of any future insurance premium increase and the District will cover fifty (50) percent of any future insurance premium increase; however, there is no insurance premium increase for the 2020-2021 contract year.
- 5) Annual allocations of Sick Leave, Family Sick Leave, and Personal Leave will be changed to become one annual allocation of Annual Leave. Unused Annual Leave will accumulate as Sick Leave to provide additional leave for personal health-related absences. See details in the Policy Revision section.
- 6) DP370 NEG Alternative Leave Day-Licensed will be eliminated.
- 7) Maternity Leave of six weeks will be granted to benefit eligible employees without the current practice of using accumulated Sick Leave or Sick Bank.
- 8) Paternity Leave of two weeks will be granted to benefit eligible employees.
- 9) Principals issuing a RIS may be asked to hold an exit conference with the RIS employee and provide suggestions and resources.
- 10) A moratorium to be placed on DP354 NEG – Attendance Incentive-Licensed in order to suspend the low absence incentive during the 2020-2021 school year due to the COVID19 pandemic.
- 11) Policy Revisions:

As per District Policy A6NEG Negotiations – Licensed, negotiations concerning NEG policies will move forward over the course of this Agreement through the Joint Relations Committee. Proposed policy changes will be ratified by JEA membership and approved by the Board of Education. JEA and Jordan School District Board of Education will continue to work in good faith to utilize the interest-based process established by the Joint Relations Committee.

All parties agree to the following policy changes as recommended and accepted by the Joint Relations Committee for the 2020-2021 school year.

a. DP327 NEG Reduction in Licensed Staff

Revised to:

- Replace the incorrect code 53G-11-517 with the correct code 53G-11-516 in the Board Directive. See section I.
- Indicate that if an employee is subject to a RIS at a school and a position for which they are qualified opens up at the same school before 10 calendar days prior to the new teacher induction the employee has the option to return to their school. See II.A.6.
- Add clarifications and applicable resources for items listed on the RIS Rubric Criteria document. See Reduction in Staff Rubric Criteria for Teachers and Reduction in Staff Rubric Criteria for Counselors.
- Allow employees subject to a RIS the opportunity to substitute for up to one year at the same pay and benefits as if they had retained their previous position. See II.A.7.

b. DP335 NEG Personal Leave-Licensed and DP324 NEG Sick Leave-Licensed

Revised to:

- Combine the annual allocations of sick leave, family sick leave, and personal leave into a new Annual Leave category which will follow the old Personal Leave policy.
- Unused Annual Leave will accumulate as Sick Leave to provide additional leave for personal health-related absences.
- Current accumulated Sick Leave and Personal Leave balances will be retained for employee use.
- Remove school dismissal section of Personal Leave (now Annual Leave) policy.
- Clean-up, simplify, and reorganize the Sick Leave policy for greater clarity.

c. DP337 NEG Leave of Absence (Personal 15 Days) – Licensed

- Remove school dismissal section

JORDAN SCHOOL DISTRICT  
BOARD OF EDUCATION

By:   
Bryce Dunford, President

Dated: Aug 11, 2020

JORDAN EDUCATION ASSOCIATION

By:   
Kelly Giffen, JEA President

Dated: Aug 11, 2020

# Teacher Salary Schedule

(C Schedule) Traditional (187 Days – 8 Hours/Day)

August 10, 2020 – June 7, 2021

(E Schedule) Year Round (179 Days – 8 Hours 21 Minutes/Day)

August 10, 2020 – July 6, 2021

Salary Level	Base Pay	Educator Salary Adjustment*	Lane Z Annual Salary
1	\$44,425	\$4,200	\$48,625
2	\$45,300	\$4,200	\$49,500
3	\$46,175	\$4,200	\$50,375
4	\$47,050	\$4,200	\$51,250
5	\$47,925	\$4,200	\$52,125
6	\$48,800	\$4,200	\$53,000
7	\$49,675	\$4,200	\$53,875
8	\$50,550	\$4,200	\$54,750
9	\$51,425	\$4,200	\$55,625
10	\$52,300	\$4,200	\$56,500
11	\$53,175	\$4,200	\$57,375
12	\$54,050	\$4,200	\$58,250
13	\$54,925	\$4,200	\$59,125
14	\$55,800	\$4,200	\$60,000
15	\$56,675	\$4,200	\$60,875
16	\$57,550	\$4,200	\$61,750
17	\$58,425	\$4,200	\$62,625
18	\$59,300	\$4,200	\$63,500
19	\$60,175	\$4,200	\$64,375
20	\$61,050	\$4,200	\$65,250
21	\$61,925	\$4,200	\$66,125
22	\$62,800	\$4,200	\$67,000
23	\$63,675	\$4,200	\$67,875
24	\$64,550	\$4,200	\$68,750
25	\$65,425	\$4,200	\$69,625
26	\$66,300	\$4,200	\$70,500
27	\$67,175	\$4,200	\$71,375
28	\$68,050	\$4,200	\$72,250
29	\$68,925	\$4,200	\$73,125
30	\$69,800	\$4,200	\$74,000
31	\$70,675	\$4,200	\$74,875
32	\$71,550	\$4,200	\$75,750
33	\$72,425	\$4,200	\$76,625
34	\$73,300	\$4,200	\$77,500
35	\$74,175	\$4,200	\$78,375
36	\$75,050	\$4,200	\$79,250
37	\$75,925	\$4,200	\$80,125
38	\$76,800	\$4,200	\$81,000
39	\$77,675	\$4,200	\$81,875
40	\$78,550	\$4,200	\$82,750
41	\$79,425	\$4,200	\$83,625
42	\$80,300	\$4,200	\$84,500
43	\$81,175	\$4,200	\$85,375
44	\$82,050	\$4,200	\$86,250
45	\$82,925	\$4,200	\$87,125

New-Hire Placement (1 <sup>st</sup> year educator)	
Education Attainment	Level
Bachelor's Degree	1
Bachelor's Degree plus 20 Semester Credits	3
Bachelor's Degree plus 40 Semester Credits	5
Master's Degree	6
Master's Degree plus 30 Semester Credits	8
Doctorate Degree	10

New hires with teaching experience shall receive full credit for years of service up to the established maximums as outlined in DP 309 NEG

Continuing Education Advancement		
Education Attainment	Level Increase	Total Levels
Bachelor's Degree plus 20 Sem. Credits	Add 2 Levels	2 Levels
Bachelor's Degree plus 40 Sem. Credits	Add 2 Levels	4 Levels
Master's Degree	Add 1 Level	5 Levels
Master's Degree plus 30 Sem. Credits	Add 2 Levels	7 Levels
Doctorate Degree	Add 2 Levels	9 Levels

Educational Attainment are hours earned beyond and after Bachelor's Degree and original Teaching license

Alternative Pathway License	
License	Maximum Level Increase
Alternative Route to Licensure (ARL)	4
Alternative Teaching Preparation (ATP)	
Letter of Authorization (LOA)	3
Academic Pathway to Teaching (APT)	

After initial placement, educators may only advance one level per year (based on negotiations) to the maximum listed above, until receiving a Level 2 License.

## NOTES:

- 1) Educators with a current National Board Certification will receive an annual stipend of \$2,400 per year based on their FTE.
- 2) This salary schedule is adopted only for the current school year. Any reference to future step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.
- 3) Per Utah Statute 53G-11-518, advancement on this schedule may be held back depending on the annual educator effectiveness rating.
- 4) The difference between steps is \$875.

\* The Educator Salary Adjustment is included in all hourly, daily, and extra duty rates.

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SUBJECT: MATERNITY/PATERNITY LEAVE

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**I. Board Directive**

It is the policy of the Board to allow benefit eligible employees Maternity/Paternity Leave as indicated below.

**II. Administrative Policy**

- A. Benefit eligible employees shall receive six weeks of maternity leave, to be used when the child is born, in addition to any other leave for which the employee is already eligible. For more information see policies DP324 NEG Sick Leave – Licensed and DP335 NEG Annual Leave – Licensed.
- B. Benefit eligible employees shall receive two weeks of paternity leave, to be taken during the first year of the child's life, in addition to any other leave for which the employee is already eligible.
- C. If you have questions about how this policy applies to your family situation, please call Human Resources.

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SUBJECT: MATERNITY/PATERNITY LEAVE

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It is the policy of the Board to allow benefit eligible employees Maternity/Paternity Leave as indicated below.

**II. Administrative Policy**

- A. Benefit eligible employees shall receive six weeks of maternity leave, to be used when the child is born, in addition to any other leave for which the employee is already eligible. For more information see policies [DP324 NEG Sick Leave – Licensed](#) and [DP335 NEG Annual Leave – Licensed](#).
- B. Benefit eligible employees shall receive two weeks of paternity leave, to be taken during the first year of the child's life, in addition to any other leave for which the employee is already eligible.
- C. If you have questions about how this policy applies to your family situation, please call Human Resources.

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**SUBJECT: ALTERNATIVE LEAVE DAY—LICENSED**

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**I. Board Directive**

~~It is the directive of the Board to allow eligible licensed employees an alternative leave day each year and authorizes the Administration to implement a policy for an alternative leave day for licensed employees.~~

**II. Administrative Policy**

~~The alternative leave policy shall be administered according to the following administrative policy provisions:~~

- ~~A. Each eligible licensed employee shall be allowed one (1) day of alternative leave per year.~~
- ~~B. Employees taking alternative leave shall be required to pay the cost of a long term substitute.~~
- ~~C. Alternative leave is non-accumulative.~~
- ~~D. Employees shall give at least one day's notice of the intent to take alternative leave.~~
- ~~E. Alternative leave may not be used during parent/teacher conferences, on a contract day prior to the first day of school, or during the first five (5) or last five (5) days of the school year.~~
- ~~F. Alternative leave may not be used to seek other employment.~~

~~Cabinet Review History: 7/17/15~~

~~Revision history: 9/8/09~~



SUBJECT: REDUCTION IN LICENSED STAFF

**I. Board Directive**

The Board recognizes that licensed staff should be placed in the school that will best fit the educational needs of the students in the District. When circumstances make it necessary to reduce staff, orderly procedures are to be implemented in accordance with Utah Code ~~§53G-11-517~~§53G-11-516. This policy is intended to be consistent with the Public Education Human Resources Management Act §53G-11-501 et seq.

**II. Administrative Policy**

**A. Reduction in Staff (RIS)**

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIS. If a RIS is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the school/program using a rubric as outlined in the "Reduction in Staff Guidelines" to consider the following:
  - Program and staffing needs of the school / District
  - Employee performance evaluation (appropriate for the job classification)
2. All teachers, including those on a plan of assistance or probation, may be affected by a RIS.
3. For licensed employees who are to be affected by a RIS, the school / program administrator will submit RIS recommendations to the Administrator of Schools and the Administrator of Human Resources for approval.
4. Under normal circumstances, licensed employees who are to be affected by a RIS and potentially subject to a Reduction in Force (RIF), shall receive at least thirty (30) days notice from the Human Resource Department. This RIS/RIF notice to licensed employees will serve as the thirty (30) days notice should the employee not be able to secure a position with the District.
5. Teachers affected by a RIS will be eligible to participate in transfers as per policy [DP304 NEG – Teacher Transfers](#).
6. If an employee is subject to a RIS at a school and a position for which they are qualified opens up at the same school before ten (10) calendar days prior to the New Teacher Induction, the employee has the option to return to their school. At the time of the RIS meeting with the principal, the employee will sign a form indicating whether or not he/she wants to return to the school. If no, the principal has no obligation to contact the employee and may move forward with the hiring process. If yes, the principal must use the two methods indicated on the RIS form and wait 48 hours to hear from the employee before proceeding with the hiring process. If the employee responds to the principal within 48 hours, the principal must allow the employee to return to his/her original position, cancelling the RIS.
7. An employee subject to a RIS will be given the opportunity to substitute for up to one-year at the same pay and benefits as if they had retained their previous position.



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**SUBJECT: REDUCTION IN LICENSED STAFF**

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8. Teachers affected by a RIS may apply [online](#) for available positions for which they are qualified in addition to any transfer request entered into Skyward. However, there is no guarantee of continued employment. After June 1, if the teacher has not been hired for an available position, the employee will be subject to a RIF.

**B. Reduction in Force (RIF)**

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIF. If a RIF is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the district to consider the following:
  - Program and staffing needs of the school / District.
  - Employee performance evaluation (appropriate for the job classification).
2. Under normal circumstances, licensed employees who are to be affected by a RIF, shall receive at least thirty (30) days' notice.

**C. Rehire**

1. If a licensed employee is terminated through a RIF, the employee will be contacted and given the opportunity to interview for available positions for which they apply online and are qualified within one (1) year of the date of the RIF. However, there is no guarantee of continued employment.
2. If a licensed employee is terminated through a RIF and rehired during the same contract year, the employee's salary placement shall remain unchanged. If the terminated employee is rehired during a subsequent year, salary placement will move up one level, provided a salary increase was authorized by the Board of Education and included on the current salary schedule. If the employee applies and qualifies for a salary change between the times of the RIF and rehiring during a subsequent year, salary placement will be on the higher level provided a salary increase was authorized by the Board and included on the current salary schedule.
3. A licensed employee who is rehired following termination through the RIF process, shall have accrued sick leave and other leave benefits reinstated at the level existing at the time of the RIF, provided the benefit was authorized by the Board for the current academic year.

History of revisions: 9/13/11, 2/23/16

Recodification: 5/2018

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SUBJECT: REDUCTION IN LICENSED STAFF

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**I. Board Directive**

The Board recognizes that licensed staff should be placed in the school that will best fit the educational needs of the students in the District. When circumstances make it necessary to reduce staff, orderly procedures are to be implemented in accordance with Utah Code §53G-11- 516. This policy is intended to be consistent with the [Public Education Human Resources Management Act §53G-11-501](#) et seq.

**II. Administrative Policy**

**A. Reduction in Staff (RIS)**

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIS. If a RIS is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the school/program using a rubric as outlined in the “Reduction in Staff Guidelines” to consider the following:
  - Program and staffing needs of the school / District
  - Employee performance evaluation (appropriate for the job classification)
2. All teachers, including those on a plan of assistance or probation, may be affected by a RIS.
3. For licensed employees who are to be affected by a RIS, the school / program administrator will submit RIS recommendations to the Administrator of Schools and the Administrator of Human Resources for approval.
4. Under normal circumstances, licensed employees who are to be affected by a RIS and potentially subject to a Reduction in Force (RIF), shall receive at least thirty (30) days notice from the Human Resource Department. This RIS/RIF notice to licensed employees will serve as the thirty (30) days notice should the employee not be able to secure a position with the District.
5. Teachers affected by a RIS will be eligible to participate in transfers as per policy [DP304 NEG – Teacher Transfers](#).
6. If an employee is subject to a RIS at a school and a position for which they are qualified opens up at the same school before ten (10) calendar days prior to the New Teacher Induction, the employee has the option to return to their school. At the time of the RIS meeting with the principal, the employee will sign a form indicating whether or not he/she wants to return to the school. If no, the principal has no obligation to contact the employee and may move forward with the hiring process. If yes, the principal must use the two methods indicated on the RIS form and wait 48 hours to hear from the employee before proceeding with the hiring process. If the employee responds to the principal within 48 hours, the principal must allow the employee to return to his/her original position, cancelling the RIS.
7. An employee subject to a RIS will be given the opportunity to substitute for up to one-year at the same pay and benefits as if they had retained their previous position.

**MOU**  
**March 2020**

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SUBJECT: REDUCTION IN LICENSED STAFF

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8. Teachers affected by a RIS may apply [online](#) for available positions for which they are qualified in addition to any transfer request entered into Skyward. However, there is no guarantee of continued employment. If after a RIS and one-year serving as a substitute teacher the teacher has not been hired for an available position, the employee will be subject to a RIF.

B. Reduction in Force (RIF)

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIF. If a RIF is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the district to consider the following:
  - Program and staffing needs of the school / District.
  - Employee performance evaluation (appropriate for the job classification).
2. Under normal circumstances, licensed employees who are to be affected by a RIF, shall receive at least thirty (30) days' notice.

C. Rehire

1. If a licensed employee is terminated through a RIF, the employee will be contacted and given the opportunity to interview for available positions for which they apply online and are qualified within one (1) year of the date of the RIF. However, there is no guarantee of continued employment.
2. If a licensed employee is terminated through a RIF and rehired during the same contract year, the employee's salary placement shall remain unchanged. If the terminated employee is rehired during a subsequent year, salary placement will move up one level, provided a salary increase was authorized by the Board of Education and included on the current salary schedule. If the employee applies and qualifies for a salary change between the times of the RIF and rehiring during a subsequent year, salary placement will be on the higher level provided a salary increase was authorized by the Board and included on the current salary schedule.
3. A licensed employee who is rehired following termination through the RIF process, shall have accrued sick leave and other leave benefits reinstated at the level existing at the time of the RIF, provided the benefit was authorized by the Board for the current academic year.

History of revisions: 9/13/11, 2/23/16

Recodification: 5/2018

**DRAFT**  
6/4/20

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SUBJECT: ~~PERSONAL-ANNUAL~~ LEAVE —LICENSED

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**I. Board Directive**

It is the policy of the Board to allow each licensed employee working 20 hours or more per week annual ~~personal~~ leave time as indicated below.

**II. Administrative Policy**

The ~~Personal-Annual~~ Leave Policy shall be administered in accordance with the following administrative policy provisions:

A. Employees shall be allowed annual leave in accordance to the following schedule. Each eligible licensed employee of the District shall be given two (2) days per year personal leave at no cost to the employee.

<u>Continuous Service:</u>	<u>Days per year:</u>
<u>Years 1 through 5</u>	<u>12 days per year</u>
<u>Years 6 through 10</u>	<u>13 days per year</u>
<u>Years 11 through 15</u>	<u>14 days per year</u>
<u>Years 16 and beyond</u>	<u>15 days per year</u>

1. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
2. A resignation or retirement constitutes a "break in service."
3. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
4. District seniority will be based on the new continuous service date.

B. Employees hired after a contract year has started shall receive ~~personal-annual~~ leave benefits on a prorated basis for the remainder of that year.

1. Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent or six (6) days of a 12-day annual leave allowance.)
2. When calculating annual leave allowances in subsequent years, employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.

C. Each employee may accumulate unused personal leave. An employee may not use more than five (5) accumulated personal leave days in any contract year. Unused annual leave will convert to sick leave at the end of the contract year and will accumulate to provide additional leave for personal health-related absences.



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SUBJECT: ~~PERSONAL-ANNUAL~~ LEAVE —LICENSED

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D. The following policy provisions must be followed:

1. ~~Effective July 1, 2020, Personal Leave and Sick Leave allocations were combined into the new Annual Leave allocation with no future allocations toward the old Personal Leave. However, accumulated unused Personal Leave remains available for employee use. An employee may not use more than five (5) accumulated Personal Leave days in any contract year. The remaining policy provisions below apply whether the leave is Annual Leave or accumulated Personal Leave.~~

2. ~~Employees need principal permission to take more than five days annual leave in a row. For health-related absences, see DP322 Family and Medical Leave Act (FMLA).~~

A. ~~23.~~ Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.

B. ~~4.3.~~ ~~Personal-Annual~~ leaves may be taken the day before or after a school holiday for the following specific reasons:

- a. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
- b. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
- c. Graduations of near relatives as defined in "2b." above.
- d. Required court appearances,
- e. Deaths not covered by ~~DP330 NEG Bereavement Leave - Licensed. Bereavement Policy.~~
- f. Conferences and conventions which relate to the individual employee's work assignment and are not covered by ~~the Professional Leave Policy policy DP339 – Released Time—Professional.~~
- g. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
- h. ~~First year employees who notify their supervisor in writing that they are ill.~~

C. ~~E4.~~ ~~Personal-Annual~~ leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:

- a. Based upon a maximum of one ~~personal-annual leave~~ day for each 100 employees, ~~personal-annual~~ leave shall be granted the day before or after a school holiday without being required to pay the cost of a long-term substitute provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.

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SUBJECT: ~~PERSONAL-ANNUAL~~ LEAVE —LICENSED

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- b. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take ~~personal-annual~~ leave without being required to pay the cost of a long-term substitute teacher. Written notification will be sent to all applicants.
  - c. Employees shall not be considered for paid ~~personal-annual~~ leave the day before or after a school holiday more than once during any contract year.
  - d. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.
  - e. Licensed employees who do not qualify for the window but request ~~an personal-annual~~ leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay the cost of a long-term substitute.
- ~~D.~~ F5. ~~Personal-Annual~~ leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:
- a. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
  - b. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
  - b.c. First year employees who notify their supervisor in writing that they are ill.
- ~~E.~~ 6. Teachers may not take ~~personal-annual~~ leave days during the four (4) days of contract time not involving students but may, through correlation with the principal, arrange to exchange one of these days for another non-contract day.
- ~~F.~~ 7. ~~Personal-Annual~~ leave days may not be used during parent/teacher conferences.
- ~~G.~~ 8. ~~Personal-Annual~~ leave days may not be used to pursue other employment.
- ~~H.~~J9. ~~Personal-Annual~~ leave days may not be used on make-up days as the result of employee job action.
- ~~I.~~ ~~K.~~ Emergency School Dismissal by Order of the Governor
- 1. ~~An employee may use any annual-personal~~ leave days he/she has accumulated without limit during an emergency school dismissal.
  - 2. ~~Personal Annual~~ leave may be taken during an emergency school dismissal regardless of where it falls in the school calendar (i.e. before or after a holiday, first or last five days of school).
  - 3. Employees shall notify their supervisor and record the ~~personal-annual~~ day(s) used in Skyward.



**JORDAN SCHOOL DISTRICT**

Statement of

**P O L I C Y**

Number - DP335 NEG

Effective - 10/28/75

Revision - 3/31/20

Reviewed - 4/26/13

Page - 4 of 23

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SUBJECT: ~~PERSONAL ANNUAL LEAVE~~ --LICENSED

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Revision history: 6/12/07, 9/8/09, 5/24/16, 1/23/18

SUBJECT: ANNUAL LEAVE —LICENSED

**I. Board Directive**

It is the policy of the Board to allow each licensed employee, working 20 hours or more per week, annual leave time as indicated below.

**II. Administrative Policy**

The Annual Leave Policy shall be administered in accordance with the following administrative policy provisions:

A. Employees shall be allowed annual leave in accordance to the following schedule at no cost to the employee.

<u>Continuous Service:</u>	<u>Days per year:</u>
Years 1 through 5	12 days per year
Years 6 through 10	13 days per year
Years 11 through 15	14 days per year
Years 16 and beyond	15 days per year

1. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
2. A resignation or retirement constitutes a "break in service."
3. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
4. District seniority will be based on the new continuous service date.

B. Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year.

1. Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent or six (6) days of a 12-day annual leave allowance.)
2. When calculating annual leave allowances in subsequent years, employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.

C. Unused annual leave will convert to sick leave at the end of the contract year and will accumulate to provide additional leave for personal health-related absences.

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SUBJECT: ANNUAL LEAVE—LICENSED

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D. The following policy provisions must be followed:

1. Effective July 1, 2020, Personal Leave and Sick Leave allocations were combined into the new Annual Leave allocation with no future allocations toward the old Personal Leave. However, accumulated unused Personal Leave remains available for employee use. An employee may not use more than five (5) accumulated Personal Leave days in any contract year. The remaining policy provisions below apply whether the leave is Annual Leave or accumulated Personal Leave.
2. Employees need principal permission to take more than five days annual leave in a row. For health-related absences, see [DP322 Family and Medical Leave Act \(FMLA\)](#).
3. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
4. Annual leave may be taken the day before or after a school holiday for the following specific reasons:
  - a. Observance of religious holidays which fall on a regularly scheduled school calendar workday.
  - b. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
  - c. Graduations of near relatives as defined in "b." above.
  - d. Required court appearances,
  - e. Deaths not covered by [DP330 NEG Bereavement Leave - Licensed](#).
  - f. Conferences and conventions which relate to the individual employee's work assignment and are not covered by policy [DP339 – Released Time—Professional](#).
  - g. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
  - h. First year employees who notify their supervisor in writing that they are ill.
5. Annual leave may be taken the day before or after a school holiday for other reasons under the following stipulations:
  - a. Based upon a maximum of one annual leave day for each 100 employees, annual leave shall be granted the day before or after a school holiday without being required to pay the cost of a long-term substitute provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.

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SUBJECT: ANNUAL LEAVE—LICENSED

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- b. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take annual leave without being required to pay the cost of a long-term substitute teacher. Written notification will be sent to all applicants.
  - c. Employees shall not be considered for paid annual leave the day before or after a school holiday more than once during any contract year.
  - d. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.
  - e. Licensed employees who do not qualify for the window but request an annual leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay the cost of a long-term substitute.
6. Annual leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:
- a. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
  - b. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
  - c. First year employees who notify their supervisor in writing that they are ill.
7. Teachers may not take annual leave days during the four (4) days of contract time not involving students but may, through correlation with the principal, arrange to exchange one of these days for another non-contract day.
8. Annual leave days may not be used during parent/teacher conferences.
9. Annual leave days may not be used to pursue other employment.
10. Annual leave days may not be used on make-up days as the result of employee job action.

SUBJECT: SICK LEAVE—LICENSED

**I. Board Directive**

It is the policy of the Board to authorize paid sick leave benefits for licensed personnel who work 20 hours per week or more and to comply with requirements of [Public Law 103-3, Family and Medical Leave Act](#). The Board delegates to the Administration responsibility for establishing guidelines for sick leave and family leave benefits. Sick leave runs concurrent with Family Medical Leave Act (FMLA) and Workers Compensation. Refer to [Policy DP322 NEG- Family Medical Leave Act](#).

**II. Administrative Policy**

Definitions

- ~~Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.~~
- ~~Continuous service includes an approval leave of absence, sabbatical leave, sick bank, military and/or FMLA leave. A resignation or retirement constitutes a "break in service." Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return. District seniority will be based on the new continuous service date. Prior employment experience with Jordan School District may be taken into consideration for purposes of placement on the salary schedule.~~

~~The sick leave policy shall be administered according to the following administrative policy provisions:~~

~~A. Sick Leave Allowances~~

- ~~1. Until June 30, 2007, licensed employees with a continuous service date prior to July 1, 1977, shall be allowed unlimited sick leave not to exceed 180 days per contract year for 9-month employees, 220 days for 11-month employees, and 240 days for 12-month employees.~~
- ~~2. Licensed employees with a continuous service date on or after July 1, 1977, shall be allowed sick leave in accordance with the following schedule:~~

<del>Year 1</del>	<del>10 days per year*</del>
<del>Years 2 through 5</del>	<del>10 days per year*</del>
<del>Years 6 through 10</del>	<del>11 days per year*</del>
<del>Years 11 through 15</del>	<del>12 days per year*</del>
<del>Years 16 and beyond</del>	<del>13 days per year*</del>

<del>Maximum accumulations:</del>	
<del>176 and 184-day contracts (9 month)</del>	<del>180 days</del>
<del>220 to 233-day contracts (11-month)</del>	<del>220 days</del>
<del>245-day contracts (12 month)</del>	<del>240 days</del>

~~\* Note: An employee may use up to three days of his/her own accumulated sick leave to attend to the health care needs of immediate family members. This schedule does not change the way unused sick leave benefits are calculated at the time of retirement.~~

~~3. Employee Eligibility~~

- ~~a. In order to be eligible to participate in the sick bank an employee must voluntarily donate one day annually of accumulated sick leave to the sick bank. Employees wishing to opt out of participation in the sick bank must annually complete the appropriate form no later than September 1 of each school year. Employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.~~



**SUBJECT: SICK LEAVE—LICENSED**

~~4. Calculating sick leave allowances~~

- ~~a. Employees hired after a contract year has started shall receive sick leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent or 5 days of the 10-day annual sick leave allowance.)~~
- ~~b. When calculating sick leave allowances in subsequent years, employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.~~

~~5. Sick leave benefits during approved absences~~

- ~~a. Interruptions of work for sabbatical leave, educational leave, or other authorized leaves shall not be considered a break in continuous service. Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.~~
- ~~b. Employees returning from authorized leaves shall receive sick leave benefits according to the policy in force at the time the leave began except when the policy is changed as a result of negotiations.~~

~~6. Use of sick leave for critical family care~~

~~A maximum of twelve (12) days of sick leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.~~

- ~~a. Use of sick leave for critical family illness must be authorized by the Sick Leave Bank Review Committee. The employee must submit his/her request in writing by applying online via Employee Access.~~
- ~~b. Employees may not apply for critical family illness benefits until two (2) personal leave days and all family leave benefits are used. Employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) accumulated personal leave days in any contract year as set forth in DP335 Personal Leave—Licensed.~~
- ~~c. In cases of extended critical illness, employees may apply for additional days beyond the twelve (12) day allowance.
 
  - ~~(1) If circumstances warrant it, the Sick Leave Bank Review Committee may authorize additional days equal to the number of unused family days available at the beginning of the critical illness (A maximum of 3).~~
  - ~~(2) Employees who have exhausted two personal leave days, and family leave benefits, but who must continue to deal with a critical family care (as defined in item 5 above) may apply to the Sick Leave Bank Review Committee for additional days. One additional day may be granted for each year of service in the District up to a maximum of fifteen (15) days. If additional days are granted, only the cost of a long-term substitute shall be deducted from the educator's pay.~~
  - ~~(3) For those employees hired prior to July 1, 1977, the Sick Leave Bank Review Committee may allow the use of sick leave days for a critical family care (as defined in item 5 above). One additional day may be granted for each year of service in the District up to a maximum of 12 days. If additional days are granted, only the cost of a long-term substitute will be deducted from the educator's pay. This will remain in effect until June 30, 2007.~~~~



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SUBJECT: SICK LEAVE—LICENSED

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~~7. Use of sick leave for adoption~~

- ~~a. An employee who adopts a child must apply for critical family care days by submitting his/her request in writing to the Sick Leave Bank Review Committee by applying online via employee access. Employees may use up to a maximum of twenty (20) days critical family leave at the time of actual custody of the child.~~
- ~~b. Employees may not apply for critical family care benefits until two personal leave days and family leave benefits are used. Employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) accumulated personal leave days in any contract year as set forth in DP335 Personal Leave—Licensed.~~
- ~~c. Any additional leave must fall under the policy provisions of DP322 Family Medical Leave Act.~~
- ~~d. Part-time employees (half-time or more) may be granted up to a total of twelve (12) weeks leave (paid and non-paid, including any off track time to continue to care for an adopted infant).  
(1) During the leave period, the District shall continue to pay its portion of the employee's group health insurance premium. An employee on leave must continue to pay his/her portion of the health insurance premium in order to keep coverage in effect.  
(2) An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the leave. An employee will not lose any seniority or employment benefits that accrued before the date the leave began.  
(3) If an employee fails to return to work after the leave has ended, the District may recover the health insurance premium paid by the District on the employee's behalf.~~

~~B. Employee Funded Sick Leave Bank~~

~~1. Establishment of the sick leave bank~~

- ~~a. Each year, all participating employees in the accumulated sick leave program will donate one (1) sick leave day, unless the employee has opted out, to be placed in the sick bank.~~

~~2. Use of the sick leave bank~~

- ~~a. The sick bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.~~
- ~~b. Medically documented intermittent leave for long-term illness may be approved.~~
- ~~c. Days from the sick leave bank shall be granted to eligible employees only after all accrued sick leave, family leave, and personal leave days have been used.~~
- ~~d. Employees will be required to sign a release of medical information when making application to the sick leave bank. Sick leave bank members must sign a confidentiality agreement to protect employees' medical information and confidentiality.~~
- ~~e. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of sick bank days which an employee qualifies to receive and any pay loss to be sustained. (Years of service shall be computed in accordance with established guidelines for salary step movement.)~~
- ~~f. Employees are not eligible to participate in the sick bank until 12 months after the date of employment.~~
- ~~g. Employees who have been offered a temporary transitional duty assignment due to a work related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.~~

~~C. Sick Bank Allowances~~

~~1. First and Second Year Employees~~

- ~~a. First and second year employees shall be allowed up to 10 sick bank days at full pay according to the following schedule:~~

**SUBJECT: SICK LEAVE—LICENSED**

<u>Days of Accumulated Sick Leave at Beginning of Long-Term Absence</u>	<u>Number of Days that Long-Term Substitute Costs Will Be Deducted</u>	<u>Sick Bank Days Allowed At Full Pay</u>
13 plus	0	10
12	1	9
11	2	8
10	3	7
9	4	6
8	5	5
7	6	4
6	7	3
5	8	2
4	9	1
3 or fewer	10	0

b. After all sick bank days allowed according to the schedule listed under item a. are used, second year employees may be granted up to 10 additional sick bank days if circumstances warrant it. The cost of a long-term substitute shall be deducted for each additional day used under this option.

c. In cases of catastrophic illness or injury, the Sick Bank Committee may grant second year employees up to 20 additional days of sick bank after all sick bank days provided under items a. and b. are exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.

**2. Third Year Employees**

a. Third-year employees shall be allowed up to 40 sick bank days at full pay according to the following schedule:

<u>Days of Accumulated Sick Leave at Beginning of Long-Term Absence</u>	<u>Number of Days that Long-Term Substitute Costs Will Be Deducted</u>	<u>Sick Bank Days Allowed At Full Pay</u>
15 plus	0	40
14	1	39
13	2	38
12	3	37
11	4	36
10	5	35
9	6	34
8	7	33
7	8	32
6	9	31
5	10	30
4	11	29
3	12	28
2	13	27
1	14	26
0	15	25

b. After all sick bank days allowed according to the schedule listed under item a. are used, third-year employees may be granted up to 40 additional sick bank days if circumstances warrant it. The cost of a long-term substitute shall be deducted for each additional day used under this option.



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SUBJECT: SICK LEAVE—LICENSED

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~~e. — In cases of catastrophic illness or injury, the Sick Bank Committee may grant third-year employees sufficient sick bank days to cover their transition to long-term disability after all of the sick bank days provided under items a. and b. are exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.~~

~~3. — Employees with four or more years of service shall be allowed up to 120 days from the sick bank at full pay less the cost of the substitute for each day the employee falls below 15 days of accumulated sick leave at the beginning of the long-term absence. (A maximum of 15 days' long-term substitute costs will be deducted.)~~

~~4. — Sick bank limitations~~

~~a. — Prior to granting sick bank days, an employee shall agree in writing to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the district for other than medical reasons before completion of the current and succeeding contract year.~~

~~b. — The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.~~

~~c. — A second opinion may be required with any costs not covered by insurance borne by the District.~~

~~d. — When an employee requests sick bank days more than once within a 48-month period for an unrelated illness, a three (3) day loss of pay shall be required before sick bank days are granted. Use of sick bank days shall be limited to 120 days within a 48-month period. The employee will also be required to meet all other qualifying criteria.~~

~~e. — Under catastrophic conditions, employees may appeal to the sick bank committee for a waiver of pay-loss provisions. The committee shall review the employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the sick bank committee is provided.~~

~~D. — Sick Leave Review Board~~

~~1. — A Sick Leave Review Board shall be organized to review issues related to sick bank usage and cases of suspected sick leave abuse.~~

~~2. — The Sick Leave Review Board shall be composed of one administrator appointed by the superintendent and two members appointed by the president of the licensed employee agent.~~

~~E. — Abuse of Sick Leave~~

~~1. — Administrators shall periodically review sick leave usage.~~

~~2. — If an abuse of sick leave is suspected, the administrator shall confer with the employee and, if necessary, ask the Sick Leave Review Board to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Board.~~

~~3. — If it is determined that an abuse of sick leave has occurred, the following actions shall be taken:~~

~~a. — The sick leave benefits which were paid inappropriately shall be reclaimed from the employee.~~

~~b. — The employee shall be suspended for five (5) days without pay during the next pay period.~~

~~c. — A reprimand shall be entered in the employee's personnel file.~~

~~4. — A second proven abuse of sick leave may result in immediate termination.~~

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**SUBJECT: SICK LEAVE—LICENSED**

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~~F. — Payment for Sick Leave~~

- ~~1. — In order to receive full pay for work missed due to illness or injury, employees shall complete an absence form which is approved by the immediate supervisor and submitted to the Payroll Department for processing.~~
- ~~2. — Employees may be required to verify the nature and duration of an illness or injury with a doctor's certificate.~~

~~G. — Notification of Absence~~

- ~~1. — Employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.~~
- ~~2. — If a substitute must be hired, the employee shall see that the Human Resources Department is notified no later than 6:30 a.m. on the day of the absence.~~

A. Definitions

1. Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.
2. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
  - a. A resignation or retirement constitutes a "break in service."
  - b. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
  - c. District seniority will be based on the new continuous service date.
  - d. Prior employment experience with Jordan School District may be taken into consideration for purposes of placement on the salary schedule.
3. Sick Leave Review Committee
  - a. The group organized to review sick bank requests and cases of suspected sick leave abuse.
  - b. Shall be composed of at least one of the Human Resource administrators, the Human Resource Generalist, and two members appointed by the president of the licensed employee agent.
  - c. Sick Leave Review Committee members must sign a confidentiality agreement to protect employees' medical information and confidentiality.

The sick leave policy shall be administered according to the following administrative policy provisions:

B. Sick Leave Accumulations

1. Sick leave accumulations are based on unused annual leave. See Policy DP335 NEG Annual Leave - Licensed for annual leave details.
2. Annual leave does not need to be exhausted before sick leave can be used.
3. Maximum accumulations:



SUBJECT: SICK LEAVE—LICENSED

<u>179 and 187-day contracts (9 month)</u>	<u>180 days</u>
<u>245-day contracts (12 month)</u>	<u>240 days</u>

C. Sick Leave Benefits During Approved Absences

1. Interruptions of work for sabbatical leave, educational leave, or other authorized leaves shall not be considered a break in continuous service. Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.
2. Employees returning from authorized leaves shall receive accumulated sick leave benefits according to the policy in force at the time the leave began except when the policy is changed as a result of negotiations.

D. Use of Sick Leave for Critical Family Care

1. Although sick leave is intended for use by the employee for personal health-related absences, some sick leave may be used for critical family care as described below. Annual leave should be used for non-critical care of an ill family member.
2. A maximum of fifteen (15) days of sick leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.
3. Use of sick leave for critical family illness must be authorized by the Sick Leave Review Committee. The employee must submit his/her request in writing by applying online via Employee Access.
4. Employees may not apply for critical family illness benefits until five (5) annual leave days have been used.
5. If more days are needed, employees who continue to deal with a critical family care (as defined in item D.1. above) may apply to the Sick Leave Review Committee for up to fifteen (15) additional days.
6. If additional days are granted, the cost of a long-term substitute for each additional day of leave shall be deducted from the educator's pay.

E. Use of Sick Leave for Adoption

1. Employees may use up to a maximum of twenty (20) accumulated sick leave days at the time of actual custody of the child.
2. Any additional leave must fall under the policy provisions of DP322—Family Medical Leave Act.

F. Notification of Absence

1. Employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.

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SUBJECT: SICK LEAVE—LICENSED

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2. The employee shall record the absence in Skyward at least one hour prior to the start of his/her contract day on the day of the absence. A supervisor may require additional notification.
3. If a substitute must be hired, the employee shall enter the request into Frontline (formerly known as AESOP) at least one hour prior to the start of his/her contract day on the day of the absence.
4. Employees may be required to verify the nature and duration of an illness or injury with a doctor's certificate.
5. Employees absent in excess of (5) days for the same medical reason may be subject to the parameters of FMLA and may prompt contact with the Human Resource Generalist.

G. Abuse of Sick Leave

1. Administrators shall periodically review sick leave usage.
2. If an abuse of sick leave is suspected, the administrator shall confer with the employee and, if necessary, ask the Sick Leave Review Committee to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Committee.
3. If it is determined that an abuse of sick leave has occurred, the following actions shall be taken:
  - a. The sick leave benefits which were paid inappropriately shall be reclaimed from the employee.
  - b. The employee shall be suspended for five (5) days without pay during the next pay period.
  - c. A reprimand shall be entered in the employee's personnel file.
4. A second proven abuse of sick leave may result in immediate termination.

H. Employee-Funded Sick Bank

1. Employee Participation in the Sick Bank
  - a. Employees are automatically enrolled in the sick bank each year through the annual donation of one (1) annual leave day to the sick bank.
  - b. Each year, employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Employee Access no later than September 1 for current employees and October 1 for first-year employees.
  - c. Employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.
2. Use of the Sick Bank
  - a. The purpose of the sick bank is to support employees in time of personal medical need. The sick bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
  - b. Medically documented intermittent leave for long-term illness may be approved.
  - c. Days from the sick bank shall be granted to eligible employees only after all accrued sick leave and annual leave days have been used.



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SUBJECT: SICK LEAVE—LICENSED

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- d. Employees will be required to sign a release of medical information when making application to the sick bank.
- e. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of sick bank days which an employee qualifies to receive and any pay loss to be sustained. (Years of service shall be computed in accordance with established guidelines for salary step movement.)

3. Sick Bank Allowances

- a. First or second year employees shall be allowed up to 10 days from the sick bank at full pay less the cost of the substitute for each day the employee falls below 13 days of accumulated leave at the beginning of the long-term absence
  - 1) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant second year employees up to 30 additional days of sick bank after all sick bank days have been exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.
- b. Third year employees shall be allowed up to 40 sick bank days at full pay less the cost of the substitute for each day the employee falls below 15 days of accumulated leave at the beginning of the long-term absence.
  - 1) After all sick bank days allowed according item b. are used, third year employees may be granted up to 40 additional sick bank days if circumstances warrant it. The cost of a long-term substitute shall be deducted for each additional day used under this option.
  - 2) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant third year employees sufficient sick bank days to cover their transition to long-term disability after all of the sick bank days provided have been exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.
- c. Employees with four or more years of service shall be allowed up to 120 days from the sick bank at full pay less the cost of the substitute for each day the employee falls below 15 days of accumulated leave at the beginning of the long-term absence. (A maximum of 15 days' long-term substitute costs will be deducted.)

4. Sick Bank Limitations

- a. Prior to granting sick bank days, an employee shall agree in writing to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year.
- b. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
- c. A second opinion may be required with any costs not covered by insurance borne by the District.
- d. When an employee requests sick bank days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before sick bank days are

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SUBJECT: SICK LEAVE—LICENSED

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granted. Use of sick bank days shall be limited to 120 days within a 48-month period. The employee will also be required to meet all other qualifying criteria.

- e. Under catastrophic conditions, employees may appeal to the Sick Bank Review Committee for a waiver of pay loss provisions. The Committee shall review the employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Bank Review Committee is provided.

SUBJECT: SICK LEAVE—LICENSED

**I. Board Directive**

It is the policy of the Board to authorize paid sick leave benefits for licensed personnel who work 20 hours per week or more and to comply with requirements of [Public Law 103-3, Family and Medical Leave Act](#). The Board delegates to the Administration responsibility for establishing guidelines for sick leave and family leave benefits. Sick leave runs concurrent with Family Medical Leave Act (FMLA) and Workers Compensation. Refer to [Policy DP322 NEG- Family Medical Leave Act](#).

**II. Administrative Policy**

A. Definitions

1. Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee’s home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.
2. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
  - a. A resignation or retirement constitutes a “break in service.”
  - b. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
  - c. District seniority will be based on the new continuous service date.
  - d. Prior employment experience with Jordan School District may be taken into consideration for purposes of placement on the salary schedule.
3. Sick Leave Review Committee
  - a. The group organized to review sick bank requests and cases of suspected sick leave abuse.
  - b. Shall be composed of at least one of the Human Resource administrators, the Human Resource Generalist, and two members appointed by the president of the licensed employee agent.
  - c. Sick Leave Review Committee members must sign a confidentiality agreement to protect employees’ medical information and confidentiality.

The sick leave policy shall be administered according to the following administrative policy provisions:

B. Sick Leave Accumulations

1. Sick leave accumulations are based on unused annual leave. See Policy DP335 NEG Annual Leave - Licensed for annual leave details.
2. Annual leave does not need to be exhausted before sick leave can be used.
3. Maximum accumulations:

SUBJECT: SICK LEAVE—LICENSED

179 and 187-day contracts (9 month)	180 days
245-day contracts (12 month)	240 days

C. Sick Leave Benefits During Approved Absences

1. Interruptions of work for sabbatical leave, educational leave, or other authorized leaves shall not be considered a break in continuous service. Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.
2. Employees returning from authorized leaves shall receive accumulated sick leave benefits according to the policy in force at the time the leave began except when the policy is changed as a result of negotiations.

D. Use of Sick Leave for Critical Family Care

1. Although sick leave is intended for use by the employee for personal health-related absences, some sick leave may be used for critical family care as described below. Annual leave should be used for non-critical care of an ill family member.
2. A maximum of fifteen (15) days of sick leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.
3. Use of sick leave for critical family illness must be authorized by the Sick Leave Review Committee. The employee must submit his/her request in writing by applying online via Employee Access.
4. Employees may not apply for critical family illness benefits until five (5) annual leave days have been used.
5. If more days are needed, employees who continue to deal with a critical family care (as defined in item D.1. above) may apply to the Sick Leave Review Committee for up to fifteen (15) additional days.
6. If additional days are granted, the cost of a long-term substitute for each additional day of leave shall be deducted from the educator's pay.

E. Use of Sick Leave for Adoption

1. Employees may use up to a maximum of twenty (20) accumulated sick leave days at the time of actual custody of the child.
2. Any additional leave must fall under the policy provisions of [DP322—Family Medical Leave Act](#).

F. Notification of Absence

1. Employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.



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SUBJECT: SICK LEAVE—LICENSED

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2. The employee shall record the absence in Skyward at least one hour prior to the start of his/her contract day on the day of the absence. A supervisor may require additional notification.
3. If a substitute must be hired, the employee shall enter the request into Frontline (formerly known as AESOP) at least one hour prior to the start of his/her contract day on the day of the absence.
4. Employees may be required to verify the nature and duration of an illness or injury with a doctor's certificate.
5. Employees absent in excess of (5) days for the same medical reason may be subject to the parameters of FMLA and may prompt contact with the Human Resource Generalist.

G. Abuse of Sick Leave

1. Administrators shall periodically review sick leave usage.
2. If an abuse of sick leave is suspected, the administrator shall confer with the employee and, if necessary, ask the Sick Leave Review Committee to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Committee.
3. If it is determined that an abuse of sick leave has occurred, the following actions shall be taken:
  - a. The sick leave benefits which were paid inappropriately shall be reclaimed from the employee.
  - b. The employee shall be suspended for five (5) days without pay during the next pay period.
  - c. A reprimand shall be entered in the employee's personnel file.
4. A second proven abuse of sick leave may result in immediate termination.

H. Employee-Funded Sick Bank

1. Employee Participation in the Sick Bank
  - a. Employees are automatically enrolled in the sick bank each year through the annual donation of one (1) annual leave day to the sick bank.
  - b. Each year, employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Employee Access no later than September 1 for current employees and October 1 for first-year employees.
  - c. Employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.
2. Use of the Sick Bank
  - a. The purpose of the sick bank is to support employees in time of personal medical need. The sick bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
  - b. Medically documented intermittent leave for long-term illness may be approved.
  - c. Days from the sick bank shall be granted to eligible employees only after all accrued sick leave and annual leave days have been used.

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- d. Employees will be required to sign a release of medical information when making application to the sick bank.
  - e. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of sick bank days which an employee qualifies to receive and any pay loss to be sustained. (Years of service shall be computed in accordance with established guidelines for salary step movement.)
3. Sick Bank Allowances
- a. First or second year employees shall be allowed up to 10 days from the sick bank at full pay less the cost of the substitute for each day the employee falls below 13 days of accumulated leave at the beginning of the long-term absence
    - 1) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant second year employees up to 30 additional days of sick bank after all sick bank days have been exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.
  - b. Third year employees shall be allowed up to 40 sick bank days at full pay less the cost of the substitute for each day the employee falls below 15 days of accumulated leave at the beginning of the long-term absence.
    - 1) After all sick bank days allowed according item b. are used, third year employees may be granted up to 40 additional sick bank days if circumstances warrant it. The cost of a long-term substitute shall be deducted for each additional day used under this option.
    - 2) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant third year employees sufficient sick bank days to cover their transition to long-term disability after all of the sick bank days provided have been exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.
  - c. Employees with four or more years of service shall be allowed up to 120 days from the sick bank at full pay less the cost of the substitute for each day the employee falls below 15 days of accumulated leave at the beginning of the long-term absence. (A maximum of 15 days' long-term substitute costs will be deducted.)
4. Sick Bank Limitations
- a. Prior to granting sick bank days, an employee shall agree in writing to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year.
  - b. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
  - c. A second opinion may be required with any costs not covered by insurance borne by the District.
  - d. When an employee requests sick bank days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before sick bank days are



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**4/30/20**

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granted. Use of sick bank days shall be limited to 120 days within a 48-month period. The employee will also be required to meet all other qualifying criteria.

- e. Under catastrophic conditions, employees may appeal to the Sick Bank Review Committee for a waiver of pay loss provisions. The Committee shall review the employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Bank Review Committee is provided.

Revision history: 6/10/08, 8/11/09, 5/28/15

5/11/20

SUBJECT: LEAVE OF ABSENCE (Personal-15 days)—LICENSED

**I. Board Directive**

The Board of Education encourages employees to avoid absenteeism and to schedule vacations, trips, and other personal activities at times which do not interrupt work schedules. However, the Board recognizes that circumstances may make it necessary for employees to request a leave of absence from time to time. Therefore, the Board authorizes the District Administration to implement a Leave of Absence policy.

**II. Administrative Policy**

The Leave of Absence policy shall be administered according to the following administrative policy provisions:

- A. Employees shall be discouraged from requesting a personal leave of absence during the school year.
- B. In the event that an employee has a serious or compelling need for a leave of absence, a request may be made in writing to the appropriate Administrator of Schools. This request must be made and approved prior to the leave being taken. Failure to receive approval prior to the leave may result in disciplinary action, up to and including termination of employment as outlined in [DP316 NEG – Orderly Termination Procedures – Licensed](#). The request must clearly state the reason that a leave of absence is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
- C. Leaves of absence granted under this policy shall be without pay.
- D. Contract employees shall not be granted more than fifteen (15) days' leave of absence under this policy in any three-year period.
- E. Extended contract employees shall be granted an additional ten (10) days' leave of absence under this policy in any one-year period.
  - 1. Extended contract employees who, prior to July 15, declare intent to take up to ten (10) days of unpaid personal leave during the contract year shall have the option of having their contract modified to reflect equal monthly payments.
    - a. An Assignment Change form and calendar, signed and dated by the principal, indicating the specific days to be taken as unpaid personal leave must be submitted to the Human Resources Department.
    - b. Employees may revise their calendar no more than two times each contract year. To change or delete dates submitted on the original calendar, the following procedures must be used:
      - (1) A revised calendar, signed by the principal, must be submitted to the Human Resources Department indicating the change.
      - (2) If an emergency arises and the employee must work on a calendared no-pay day, a time sheet and copy of the calendar must be submitted to the Payroll Department with the reason indicated.
  - 2. Extended contract employees who do not give notice of the intent to take personal leave prior to July 15 shall have the appropriate amount deducted from the next regular paycheck following the absence.
- F. Leave of absence for job share and part-time employees shall be prorated according to the percentage of a full-time contract; e.g., a half-time teacher would receive 15 half days.

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SUBJECT: LEAVE OF ABSENCE (Personal-15 days)—LICENSED

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G. An employee whose request for an unpaid leave is denied and who chooses to absent himself/herself from his/her assignment despite the denial shall be deemed to have voluntarily terminated his/her employment with the District.

H. This leave does not negate the other official leave provisions of the Board as listed below:

1. [Adoption](#)
2. [Military](#)
3. [Released Time \(Jury Duty\)](#)
4. [Bereavement](#)
5. [Personal](#)
6. [Released Time \(Professional\)](#)
7. [Educational](#)
8. [Sabbatical](#)
9. [Sick Leave](#)

I. ~~Emergency School Dismissal by Order of the Governor~~

- ~~1. The limit to the number of no-pay days that an employee may use in a year and still retain his/her position shall be suspended during an emergency school dismissal.~~
- ~~2. Any no-pay days taken during an emergency school dismissal shall not count toward the limit of fifteen (15) days in three (3) years.~~
- ~~3. No pay days must be reported to the employee's supervisor and recorded in Skyward.~~

Revision history: 9/28/10

Cabinet Review History: 7/17/15

SUBJECT: LEAVE OF ABSENCE (Personal-15 days)—LICENSED

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  7. [Educational](#)
  8. [Sabbatical](#)
  9. [Sick Leave](#)

Revision history: 9/28/10

Cabinet Review History: 7/17/15