



Sick Leave

Sick leave will be provided to support employees at the rate of one (1) day of sick leave per month of employment, depending on the length of their contract. For example, a support employee on a ten-month contract will accrue one (1) day of sick leave per month, for a total of ten (10) days sick leave accrued over the fiscal year. Pay for sick leave for support personnel is limited to the number of hours per day for which the employee is regularly employed. For example, a bus driver who works four (4) hours per day will be paid for a maximum of four (4) hours of sick leave per day and that four (4) hours will constitute one day of sick leave for that employee.

Sick leave is interpreted as the time when personal illness, accidental injury or pregnancy or personal illness in the immediate family keeps an employee from being present to conduct his/her regular daily work. Immediate family is defined as father, mother, brother, sister, husband, wife, child (this includes foster child), grandparent, or grandchild and corresponding in-laws and corresponding step relatives.

If an employee is absent for three (3) or more consecutive days or requests a sick day immediately before or after a holiday, the district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits. If an employee fails to provide the requested documentation for their illness/injury, resulting in absences in excess of their annual sick leave accrual, this could be considered excessive absenteeism and a misuse of sick leave. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination.

Sick leave may also be used for dental, physical and eye examinations for employee and dependents in the immediate family.

When the employee severs connection with the district for any reason, all his/her accumulated sick leave is cancelled. In the event of reemployment in the district within six (6) months, accumulated sick leave will be reinstated. If he/she is employed by another school district, his/her accumulated sick leave may be transferred to the receiving district up to sixty (60) days. Accumulated sick leave can be transferred into our district from another school district up to sixty (60) days.

For the 2021-2022 fiscal school year, a total of ten (10) COVID leave days may be given to each employee. A positive COVID test result must be provided to Human Resources.

Personal Business Leave

The district shall provide for all support personnel three (3) days of unrestricted personal business leave per school year. If hired within a school year, this amount will be prorated according to hire date.

Personal days may be taken only after ninety (90) calendar days of employment with the district, except in extenuating circumstances with prior supervisor approval. Requests for personal leave shall be made in advance of time needed, when possible. Personal leave may not be used before or after a holiday, except with prior supervisor approval.

Support employees will have the option of either rolling over their unused personal business leave days to sick leave or receiving payment at the non-certified substitute rate for each unused personal business leave day.



Breastfeeding

For up to one (1) year after a child’s birth, any employee who is breastfeeding her child will be provided reasonable break time each day to express breast milk for her child. The break time, if possible, shall run concurrently with any break time, paid or unpaid, already provided to the employee.

Each building administrator will designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from co-workers, students and the public can be prevented, and one where an employee who is using this area can be shielded from view.

Time required for breastfeeding breaks is considered unpaid time under the Fair Labor Standards Act. An employee may make up the time taken for such breaks by designating a lunch period as a breastfeeding break, adjusting her work schedule with the approval from her supervisor to make up the time taken for breastfeeding breaks, using personal leave for time used for breastfeeding breaks, or opting for leave without pay for time used for breastfeeding breaks.

Bereavement Leave

All support employees will be granted bereavement leave as follows:

- Five (5) days: In the event of the death of a spouse, child, parent, or corresponding in-laws or corresponding step relatives.
- Three (3) days: In the event of the death of a sister, brother, grandparent, grandchild, or corresponding in-laws or corresponding step relatives.
- One (1) day: In the event of the death of an aunt, uncle, niece, nephew, or corresponding in-laws or corresponding step relatives.

Bereavement leave may be taken any time within thirty (30) days of the death of the relative. Days do not have to be taken in consecutive order.

The District reserves the right to require proof of the death before allowing bereavement leave.

Military Leave

It is the policy of the district to provide leave for support employees who are a component of the armed forces in the United States including members of the National Guard, when that support employee is ordered by proper authorities to active duty or service. Military leave shall be without loss of status, pay, or benefits during the first thirty (30) calendar days or the first thirty (30) regularly scheduled work days for support employees, or not to exceed two hundred forty (240) hours, of such leave of absence in any federal fiscal year. The district will also comply with all other rights guaranteed under state and federal law.

Vacation Leave

Full-time employees who are contracted and working twelve (12) calendar months, are entitled to vacation. Vacation must be requested three (3) days in advance of the time needed and requires supervisor approval. In extenuating circumstances, the supervisor may approve vacation without prior notice, if it does not interfere with the operations of the district. Employees who work less than full-time assignments are not eligible to receive vacation benefits.



# SECTION V: EMPLOYEES

# POLICY 5345

## SUPPORT PERSONNEL LEAVE AND WORK SCHEDULE

Employees may accrue a maximum of 240 hours (30 days). No further vacation time will be earned until the employee has used vacation time to reduce the number of accrued hours below 240 (30 days).

Employees on unpaid leave do not accrue vacation benefits.

Unless otherwise provided by an employee’s contract, upon termination of employment, each employee shall be entitled to be paid for all accrued unused vacation days at the employee's daily rate for the current school year.

Vacation will accrue from the first month of employment. Vacation will begin to accrue on the last Monday of the month following start date.

To facilitate a smooth transition in staffing, vacation time shall not be taken during the notice period prior to voluntary employment termination, unless an emergency situation is documented. Such exceptions require approval by the Human Resources department. Employees in full-time assignments shall be allowed vacation time annually according to the following schedule:

Years of Service	Vacation Accrual Rate (Days Earned per Month)	Maximum Vacation Days Earned per Year
0 through less than 1 year	.50	6
1 through less than 5 years	1.00	12
5 through less than 10 years	1.25	15
10 through less than 15 years	1.50	18
15 through less than 20 years	1.75	21
20 years and over	2.00	24

If an employee transfers to a twelve (12) month position and is eligible for vacation, previous years of service will be awarded for those years an employee worked in a nine (9) month position with a minimum of thirty (30) hours per week.

### Meal Breaks

Meal breaks for non-exempt staff are intended to be a minimum of 30 minutes in length. It is required that the employee be relieved from duty and take the meal break away from their immediate work area. Should exceptions occur in which the employee must return to duty prior to completion of the meal break, or should the employee be unable to be relieved from duty, said employee will immediately notify the supervisor and obtain approval for the exception.

Source: *Broken Arrow Board of Education policy adoption, July 10, 2017.*  
*Broken Arrow Board of Education policy revised, December 11, 2017.*  
*Broken Arrow Board of Education policy revised, June 25, 2018.*  
*Broken Arrow Board of Education policy revised, November 12, 2018.*  
*Broken Arrow Board of Education policy revised, November 4, 2019.*  
*Broken Arrow Board of Education policy revised, August 9, 2021.*