



## **SECTION V: EMPLOYEES**

## **POLICY 5000**

### ADMINISTRATOR LEAVE

#### **Sick Leave**

Sick leave will be provided to administrators at the rate of one (1) day for each month worked. An administrator may accumulate up to 120 days of sick leave. The cumulative sick leave allowances for permanent part time administrators shall be proportioned to the amount of time worked.

An administrator may use sick leave for personal accidental injury, illness, pregnancy, or accidental injury, or illness in the immediate family. Immediate family is defined as spouse, parent, sibling, child (this includes foster child), grandparent, or grandchild, and corresponding in-laws and corresponding step relatives.

Any misuse or use of sick leave for other purposes may result in disciplinary action or termination. The district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits, particularly at the following times:

- Administrator is absent for three (3) or more consecutive days
- Days immediately preceding or following holidays or non-work days other than weekends

If an administrator 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.

Sick leave may be used for routine dental or medical appointments. It is the responsibility of the administrator to enter the absence in Frontline.

When an administrator has exhausted all accumulated sick leave, the administrator may request sick leave donations under the School District's Sick Leave Donation Policy.

A newly hired administrator shall be credited a maximum of sixty (60) days for sick leave earned in another Oklahoma public school district provided:

1. The administrator was employed by an Oklahoma public school district the preceding school year; and
2. The number of days to be transferred into the School District has been certified in writing by the sending school district.

#### **Maternity Leave**

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. If your child is born during the summer months or a holiday break (or your leave overlaps with a school break), the law requires that these non-contract days be included within the six weeks available to you. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104.



## **SECTION V: EMPLOYEES**

## **POLICY 5000**

### ADMINISTRATOR LEAVE

You must use this maternity leave before any other paid leave. A school district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, maternity leave provided must be used prior to any shared sick leave available under the district's program.

#### **Parental Leave**

Full-time employees who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to one (1) week of paid leave immediately following the birth of the employee's child and to care for such child, or immediately following the adoption or foster care placement of a child, for a maximum of one (1) time per contract year. If your child is born or the adoption or foster care placement occurs during the summer months or a holiday break (or your leave overlaps with a school break), these non-contract days will be included within the week available to you. Parental leave is not in addition to the six (6) weeks of paid maternity leave.

#### **Personal Business Leave**

The district shall provide for all administrators three (3) days of unrestricted personal business leave per school year. Administrators hired within a school year, may receive a prorated amount according to hire date.

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.

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

An additional three (3) days of personal business leave with full pay can be utilized each year for military family leave. Formal documentation of the occasion (graduation, deployment, return to stateside, etc.) must be provided to human resources at least five (5) business days in advance of the absence. Proof of attendance shall be given to the site principal or supervisor upon return. This leave may be utilized for immediate family members. For this purpose, immediate family member is defined to be husband, wife, son, daughter, mother, father, brother, sister, foster children, grandparent, grandchild, and corresponding in-laws and/or step-relatives.



**SECTION V: EMPLOYEES**

**POLICY 5000**

**ADMINISTRATOR LEAVE**

**Bereavement Leave**

All administrators 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.

In the event of the death of a spouse or child, an employee may use an additional five (5) days of sick leave, if available, without the requirement of medical paperwork.

**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.

**Jury/Legal Leave**

Jury duty should be submitted through Frontline with a copy of the jury summons attached. Legal leave may also be requested for legal proceedings affecting employment, the school, or the district. Personal legal proceedings do not fall under jury/legal leave and employees own personal or vacation leave may be utilized.

**Vacation Leave**

Administrators in full-time, twelve (12)-month assignments shall be allowed vacation time annually according to the following schedule:

<u>YEARS SERVICE IN EDUCATION</u>	<u>VACATION ACCRUAL RATE DAYS EARNED PER MONTH</u>	<u>DAYS EARNED PER YEAR</u>	<u>MAX VACATION BALANCE</u>
<u>LESS THAN 10 YEARS</u>	<u>1.67</u>	<u>20</u>	<u>30 DAYS</u>
<u>10 YEARS OR MORE</u>	<u>2.08</u>	<u>25</u>	<u>40 DAYS</u>

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~~Less than 10 years of service: 20 days  
10 or more years of service: 25 days~~

~~Vacation time shall accrue at the following rate based on qualifying years of service:-~~

~~Less than 10 years: 1.67 days per month  
10 or more years: 2.08 days per month~~



## **SECTION V: EMPLOYEES**

## **POLICY 5000**

### ADMINISTRATOR LEAVE

To be eligible for the career vacation schedule of 10 or more years of service, an administrator must have completed 10 or more years of service with Broken Arrow Public Schools or any other educational entity.

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.

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

Administrators on unpaid leave do not accrue vacation benefits.

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

Vacation will accrue from the first month of employment. Vacation will accrue at the end of each month worked. Employees beginning employment on/after the 15<sup>th</sup> of the month will not accrue vacation until the following month.

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.

In the event assignment to a full-time, 12-month position is made after the start of the fiscal year (July 1), or initial employment occurred after the start of the fiscal year (July 1), vacation will be pro-rated for that year.

#### **Epidemics/Pandemics**

District teachers and administrators shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order. Teachers and Administrators are not required to use leave for time lost in these circumstances if the campus is closed and no work is assigned. This provision does not prevent the District from requiring teachers and administrators to telework from home or another site when the school campus is closed due to an epidemic. Teachers and administrators who have been directed to telework who are unable to work from home or another site due to illness or another reason should utilize their accrued leave to cover their absence.

#### **Employee Association Leave**

An administrator may request a leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The administrator requesting employee association leave must provide the district superintendent, or their designed, with proof of election and proof of the term of office for the national, statewide, or school district employee association. Proof of election must include certification by the employee association of the date of the election and the results of the election.



## **SECTION V: EMPLOYEES**

## **POLICY 5000**

### ADMINISTRATOR LEAVE

The board of education may, in its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the district, regardless of whether the benefit is paid by the administrator on leave or the association for which the employee is serving as an officer, director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the administrator's position with the district will be maintained without advancement on the salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the administrator on leave will not accumulate service credit within the Teacher's Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the administrator may return to their former position or a comparable position.

During the leave of absence, the administrator granted leave will be prohibited from accessing district office space.

Reference: 70 OKLA. STAT. §6-101, 70 OKLA. §6-104, 70 OKLA. STAT. §6-104.1, 70 OKLA. STAT. §6-104.5, 70 OKLA. STAT. §6-105, Atty. Gen. Op. No. 76-161.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, July 10, 2017.*  
*Broken Arrow Board of Education policy revised, June 25, 2018.*  
*Broken Arrow Board of Education policy revised, August 10, 2020.*  
*Broken Arrow Board of Education policy revised, October 11, 2021.*  
*Broken Arrow Board of Education policy revised, November 7, 2022.*  
*Broken Arrow Board of Education policy revised, November 6, 2023.*  
*Broken Arrow Board of Education policy revised, July 15, 2024.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## **SECTION V: EMPLOYEES**

## **POLICY 5015**

### **CERTIFIED EMPLOYEE LEAVE**

#### **Sick Leave**

The board of education grants sick leave with full pay to all full-time, certified employees for the purpose of providing a degree of individual and family security during times of illness or injury.

Certified personnel on ten-month contracts will receive ten (10) days sick leave. Certified personnel on eleven-month contracts will receive eleven (11) days sick leave and certified personnel on twelve-month contracts will receive twelve (12) days sick leave. Sick leave will be vested at the beginning of each school year, cumulative to one hundred twenty (120) working days.

Sick leave is interpreted as the time when personal illness, accidental injury, 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 parent, sibling, spouse, child, grandparent, or grandchild and corresponding in-laws and corresponding step relatives.

Teachers are encouraged to schedule doctor appointments outside of the school day; however, when not possible, sick leave may be used for dental, physical and eye examinations for employee and dependents in the immediate family. It is the responsibility of the teacher to enter the absence in Frontline.

Any misuse or use of sick leave for other purposes may result in disciplinary action or termination. The district reserves the right to require acceptable evidence of sickness or injury, particularly at the following times:

- Employee is absent for three (3) or more consecutive days
- Days of unusual or inclement weather
- Days immediately preceding or following holidays or non-work days other than weekends
- During the last four (4) weeks of employment.

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.

When sick leave is exhausted, the teacher shall receive full contract pay for an additional twenty (20) days less either:

- the amount actually paid his/her substitute teacher, if a certified substitute teacher is hired; or
- the amount normally paid for a certified substitute teacher, if a certified substitute teacher is not hired.

#### **Leave Without Pay**

If a teacher's absence exceeds the number of leave days accumulated, each day will be deducted at the teacher's daily rate of pay. Requests for leave from regularly assigned duties for the purpose of personal vacation shall be discouraged. If leave exceeds personal days available, the remainder of leave will be deducted at the teacher's daily rate of pay. Prior approval should be obtained from the principal and the Human Resources department.



## **SECTION V: EMPLOYEES**

## **POLICY 5015**

### **CERTIFIED EMPLOYEE LEAVE**

#### **Maternity Leave**

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. If your child is born during the summer months or a holiday break (or your leave overlaps with a school break), the law requires that these non-contract days be included within the six weeks available to you. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. You must use this maternity leave before any other paid leave. A school district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, maternity leave provided must be used prior to any shared sick leave available under the district's program.

#### **Parental Leave**

Full-time employees who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to one (1) week of paid leave immediately following the birth of the employee's child and to care for such child, or immediately following the adoption or foster care placement of a child, for a maximum of one (1) time per contract year. If your child is born or the adoption or foster care placement occurs during the summer months or a holiday break (or your leave overlaps with a school break), these non-contract days will be included within the week available to you. Parental leave is not in addition to the six (6) weeks of paid maternity leave.

#### **Personal Business Leave**

The district shall provide for certified personnel three (3) personal business leave days per school year. If a certified employee needs more than three (3) personal days, they may use up to two (2) additional personal sub-deduct leave days.

For continuity of instruction, teachers are encouraged to avoid using personal business leave days:

- During the first or last five (5) instructional days of school
- Before or after school breaks and holidays
- During state, district, and/or school-wide assessment events
- Scheduled professional development days

Requests for personal leave shall be made three days in advance of time needed, if possible. It will be the teacher's responsibility to log their absence in Frontline.



## **SECTION V: EMPLOYEES**

## **POLICY 5015**

### **CERTIFIED EMPLOYEE LEAVE**

Teachers will have the option of either rolling over their unused personal business leave days to sick leave or receiving payment at the certified substitute rate for each unused personal business leave day. This does not apply to the two (2) additional unused personal sub-deduct leave days.

An additional three (3) days of personal business leave with full pay can be utilized each year for military family leave. Formal documentation of the occasion (graduation, deployment, return to stateside, etc.) must be provided to Human Resources at least five (5) business days in advance of the absence. Proof of attendance shall be given to the site principal upon return. This leave may be utilized for immediate family members. Immediate family is defined as parent, sibling, spouse, child, grandparent, or grandchild, and corresponding in-laws and/or step-relatives.

#### **Bereavement Leave**

All certified 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.

In the event of the death of a spouse or child, an employee may use an additional five (5) days of sick leave, if available, without the requirement of medical paperwork.

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.

#### **Emergency Leave**

Certified personnel will be allowed two (2) days emergency leave per school year to use for non-medical incidents. Emergency leave is interpreted as a sudden, generally unexpected occurrence or unavoidable set of circumstances demanding immediate action which takes the employee from his/her duties. Eligible circumstances may include but are not restricted to car trouble, accident, and household related catastrophic incidents, such as fire, broken water pipe, and storm damage. Emergency leave is non-cumulative.

#### **Jury/Legal Leave**

Jury duty should be submitted through Frontline with a copy of the jury summons attached. Legal leave may also be requested for legal proceedings affecting employment, the school, or the district. Personal legal proceedings do not fall under jury/legal leave and employees own personal leave may be utilized.



## **SECTION V: EMPLOYEES**

## **POLICY 5015**

### **CERTIFIED EMPLOYEE LEAVE**

#### **School Activity**

If the principal and the teacher agree that a school sponsored event requires that a teacher be away from his/her regularly assigned duties either as an individual or with students, a substitute may be provided. Prior approval is required. Teacher should submit the request through Frontline.

#### **Military Leave**

It is the policy of the district to provide leave for teachers who are a component of the armed forces in the United States including the members of the National Guard, when that teacher is ordered by proper authorities to active duty or service. Military leave shall be without loss of status, efficiency rating, pay or benefits during the first thirty (30) working days of such leave. The district will also comply with all other rights guaranteed under state and federal law.

#### **Education Association Leave**

A certified employee may request a leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The certified employee requesting employee association leave must provide the district superintendent, or their designee, with proof of election and proof of the term of office for the national, statewide, or school district employee association. Proof of election must include certification by the employee association of the date of the election and the results of the election.

The board of education may, in its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the district, regardless of whether the benefit is paid by the employee on leave or the association for which the employee is serving as an officer, director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the employee's position with the district will be maintained without advancement on the minimum salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the employee on leave will not accumulate service credit within the Teacher's Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the employee may return to their former position or a comparable position.

During the leave of absence, the employee granted leave will be prohibited from accessing district office space.

#### **Professional Leave**

Teachers may be granted leave each academic year for the purpose of:

- Attending an instructionally-related professional meeting in which the teacher holds an office
- Attending an instructionally-related professional meeting during which the teacher is scheduled to present a topic or conduct a workshop when said instructionally-related meeting has been previously approved by the Instructional Services Division.



## **SECTION V: EMPLOYEES**

## **POLICY 5015**

### **CERTIFIED EMPLOYEE LEAVE**

Leave will be limited to five (5) days per teacher per academic year. The teacher shall receive full pay if requested to present a topic or conduct a workshop by instructional services or the Superintendent. Teacher shall submit a request through the building principal ten (10) working days in advance of the intended date the leave is to commence. Approval from the instructional division shall be attached to the leave request form.

#### **Epidemics/Pandemics**

District teachers and administrators shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order. Teachers and Administrators are not required to use leave for time lost in these circumstances if the campus is closed and no work is assigned.

This provision does not prevent the District from requiring teachers and administrators to telework from home or another site when the school campus is closed due to an epidemic. Teachers or administrators who have been directed to telework who are unable to work from home or another site due to illness or another reason should utilize their accrued leave to cover their absence.

Source: *Broken Arrow Board of Education policy adoption, November 7, 2022.*  
*Broken Arrow Board of Education policy revised, November 6, 2023.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## **SECTION V: EMPLOYEES**

## **POLICY 5060**

### CLASSIFICATION OF EMPLOYEES

### AND RIGHTS AND RESPONSIBILITIES INVOLVING- NONEXEMPT EMPLOYEES

It is the policy of Broken Arrow Public Schools to ensure compliance with the Fair Labor Standards Act (FLSA). The District will correctly classify employees as exempt or nonexempt, and will ensure that those nonexempt employees required to work overtime as a condition of their employment receive compensation for approved overtime. The District's construction and interpretation of this policy shall be consistent with the mandatory provisions of the FLSA.

#### Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include staff classified as executive, administrative and professional personnel. The Executive Director of Administrative Services is responsible for determining exempt status based upon FLSA mandatory provisions including, but not limited to, job duties, authority, compensation, significance of decision-making, management/supervision, etc. Examples of positions identified as exempt include Superintendent, Assistant Superintendent, Directors, Teachers, Nurses, Psychologists, Counselors, etc.

#### Nonexempt Employees

Non-exempt employees are entitled to overtime for all hours worked in excess of 40 in a work week. Examples of non-exempt employees include bus drivers and aides, cafeteria workers, custodial workers, daycare workers, health aides, secretaries and clerical support employees, accounting clerk, computer technicians, maintenance and grounds workers, etc.

#### Non-Covered Employees

The FLSA provides that certain individuals associated with the District are not covered by the Act. These include volunteers, independent contractors, legal advisors, certain trainees, appointed members of the Board of Education, elected members of the Board of Education, etc.

#### Payment of Overtime

The district will pay approved overtime at a rate not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked over 40 in a given work week. As a general rule, overtime earned in a particular work week will be paid, where possible, on the regularly scheduled payday for the period in which such work weekends. When the correct amount of overtime compensation cannot be determined by that date, the District will pay it on the next regular pay period. For the overtime rate to be paid, the employee must have worked in excess of 40 hours in a week. If 40 hours have not actually been worked due to sick, vacation or personal day usage, the extra time will be paid at the employee's regular hourly rate up to 40 hours.

#### Emergencies-Exceptions

An emergency circumstance is defined as an unforeseen circumstance that impedes the normal operation of the district and/or jeopardizes the safety of students or staff, compromises building security, or results in potential damage to district facilities. Staff called to report to work due to an emergency will be paid their overtime rate with a 2-hour minimum regardless of hours actually worked during the work week. It is the responsibility of the Superintendent or his/her designee to so classify a situation as an emergency and authorize the premium rate.



## SECTION V: EMPLOYEES

## POLICY 5060

### CLASSIFICATION OF EMPLOYEES

### AND RIGHTS AND RESPONSIBILITIES INVOLVING- NONEXEMPT EMPLOYEES

#### Authorization Required for Overtime

Voluntary overtime is strictly prohibited. Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor and/or the Superintendent designee. An employee who works overtime without authorization will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor. **Supervisors are required to strictly enforce the District's prohibition of unauthorized overtime.** To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of hours authorized. **A supervisor who fails to take reasonable action to enforce the District's Policy will be subject to discipline up to and including possible termination of employment.**

#### Use of Time Clocks or Other Time Records

~~It is the responsibility of Non-exempt employees are required to~~ clock in and out daily use using the District's automated timekeeping system. Those employees who perform seasonal jobs only or who have no access to an automated card reader will keep a manual timesheet approved by the supervisor. Every employee is responsible for the complete and accurate reporting of his/her time, and must verify that the time reported is truthful to the best of the employee's knowledge and experience. Employees are not permitted to clock in for any other employee, nor sign another employee's timesheet on their behalf.

Employees must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. Early or late clock-ins/outs in excess of seven (7) minutes deviation from the assigned work schedule must be justified and approved by the supervisor. The accumulation of extra time or overtime by virtue of early or late clock-ins prohibited. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked.

Each site/department will designate an "approver" who is responsible for verifying hours worked by non-exempt staff and submitting the automated report of hours worked to the Payroll Department by the established deadline. ~~Each employee listed on the report will verify the accuracy of their reported time by signing the report.~~ Any discrepancies must be reported to the supervisor prior to submission of the payroll report.

#### 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. It is the responsibility of the employee to clock in and out for their meal break. 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.



## SECTION V: EMPLOYEES

## POLICY 5060

### CLASSIFICATION OF EMPLOYEES AND RIGHTS AND RESPONSIBILITIES INVOLVING- NONEXEMPT EMPLOYEES

#### Volunteer Activity

Due to FLSA regulations, non-exempt employees may only volunteer as a parent/grandparent/etc. in a role typically assigned to volunteers. Additionally, those volunteer services must be unrelated to the employee's compensated duties.

#### Flex-Comp Time

Flex-Comp time off is not to be utilized in lieu of payment of overtime unless the flex-comp time off is taken during the same work week in which the overtime was worked.

#### Discrepancies

If at any time an employee believes that he or she has been docked wages improperly or has received inaccurate pay, the employee shall immediately bring the matter to the attention of his/her supervisor or the Executive Director of ~~Administrative Services~~ Human Resources. If the alleged error or wrongful deduction was made toward the end of the District's fiscal year, the employee shall ensure that his/her complaint is filed in accordance with the above instructions no later than ten (10) business days prior to June 30. The employee shall identify in writing the error or discrepancy, the date it was allegedly made, and an explanation of why the employee believes an error exists. The claim shall be promptly investigated and a reimbursement made if the alleged error is substantiated.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, December 11, 2017.*  
*Broken Arrow Board of Education policy revised, May 9, 2022.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## **SECTION V: EMPLOYEES**

## **POLICY 5155**

### **EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK SCHEDULE**

#### **Sick Leave**

Sick leave will accrue at the beginning of each school year for exempt employees. Employees will receive one (1) day of sick leave for each month of employment, depending on the length of their contract. For example, an exempt employee on a ten- month contract will receive one (1) day of sick leave per month, for a total of ten (10) days sick leave for the fiscal year.

Sick leave is interpreted as the time when personal illness, accidental injury, 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 spouse, parent, sibling, child (this includes foster child), grandparent, or grandchild and corresponding in-laws and corresponding step relatives.

Any misuse or use of sick leave for other purposes may result in disciplinary action or termination. The district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits, particularly at the following times:

- Employee is absent for three (3) or more consecutive days.
- Days immediately preceding or following holidays or non-work days other than weekends.

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.

Sick leave may also be used for dental, physical and eye examinations for employee and dependents in the immediate family. It is the responsibility of the employee to enter the absence in Frontline.

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.

#### **Maternity Leave**

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. If your child is born during the summer months or a holiday break (or your leave overlaps with a school break), the law requires that these non-contract days be included within the six weeks available to you. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. You must use this maternity leave before any other paid leave. A school district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.



## **SECTION V: EMPLOYEES**

## **POLICY 5155**

### **EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK SCHEDULE**

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, maternity leave provided must be used prior to any shared sick leave available under the district's program.

#### **Parental Leave**

The district will provide full-time employees who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to one (1) week of paid leave immediately following the birth of the employee's child and to care for such child, or immediately following the adoption or foster care placement of a child, for a maximum of one (1) time per contract year. If your child is born or the adoption or foster care placement occurs during the summer months or a holiday break (or your leave overlaps with a school break), these non-contract days will be included within the week available to you. Parental leave is not in addition to the six (6) weeks of paid maternity leave.

#### **Personal Business Leave**

The district shall provide for all exempt employees 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.

Requests for personal leave shall be made in advance of time needed, if possible. Personal leave may not be used before or after a holiday, except with prior supervisor approval.

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

#### **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.

In the event of the death of a spouse or child, an employee may use an additional five (5) days of sick leave, if available, without the requirement of medical paperwork.

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.



## SECTION V: EMPLOYEES

## POLICY 5155

### EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK SCHEDULE

#### Jury/Legal Leave

Jury duty should be submitted through Frontline with a copy of the jury summons attached. Legal leave may also be requested for legal proceedings affecting employment, the school, or the district. Personal legal proceedings do not fall under jury/legal leave and employees own personal or vacation leave may be utilized.

#### 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.

~~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 accrue at the end of each month worked. Employees beginning employment on/after the 15<sup>th</sup> of the month will not accrue vacation until the following month.

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:

<u>YEARS IN DISTRICT</u>	<u>VACATION ACCRUAL RATE DAYS EARNED PER MONTH</u>	<u>DAYS EARNED PER YEAR</u>	<u>MAX VACATION BALANCE</u>
<u>0-1</u>	<u>0.833</u>	<u>10</u>	<u>10 DAYS</u>
<u>1-4</u>	<u>1.00</u>	<u>12</u>	<u>30 DAYS</u>
<u>5-9</u>	<u>1.25</u>	<u>15</u>	<u>30 DAYS</u>
<u>10-14</u>	<u>1.50</u>	<u>18</u>	<u>30 DAYS</u>
<u>15-19</u>	<u>1.75</u>	<u>21</u>	<u>35 DAYS</u>
<u>20+</u>	<u>2.00</u>	<u>24</u>	<u>40 DAYS</u>

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## SECTION V: EMPLOYEES

## POLICY 5155

### EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK SCHEDULE

Years of Service	Vacation Accrual Rate (Days Earned per Month)	num Vacation Days Earned per Year
0 through less than 1 year	.833	10
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.

#### Epidemics/Pandemics

Exempt non-administrative employees shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order. Exempt non-administrative employees are not required to use leave for time lost in these circumstances if the campus is closed and no work is assigned.

This provision does not prevent the District from requiring exempt non-administrative employees to telework from home or another site when the school campus is closed due to an epidemic.

Exempt non-administrative employees who have been directed to telework who are unable to work from home or another site due to illness or another reason should utilize their accrued leave to cover their absence.

#### Employee Association Leave

An exempt non-administrative employee may request a leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The non-administrative employee requesting employee association leave must provide the district superintendent, or their designee, with proof of election and proof of the term of office for the national, statewide, or school district employee association. Proof of the election must include certification by the employee association of the date of the election and the results of the election.

The board of education may, in its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the district, regardless of whether the benefit is paid by the employee on leave or the association for which the employee is serving as an officer, director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the non-administrative employee's position with the district will be maintained without advancement on the salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the employee on leave will not accumulate service credit within the Teacher's Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the non-administrative employee may return to their former position or a comparable position.



## **SECTION V: EMPLOYEES**

## **POLICY 5155**

### **EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK SCHEDULE**

During the leave of absence, the non-administrative employee granted leave will be prohibited from accessing district office space.

#### **Meal Breaks**

Meal breaks for exempt employees are intended to be a minimum of thirty (30) minutes in length.

Source: *Broken Arrow Board of Education policy adoption, June 25, 2018.*  
*Broken Arrow Board of Education policy revised, November 7, 2022.*  
*Broken Arrow Board of Education policy revised, November 6, 2023.*  
*Broken Arrow Board of Education policy revised, July 15, 2024.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## SECTION V: EMPLOYEES

## POLICY 5345

### SUPPORT PERSONNEL LEAVE AND WORK SCHEDULE

#### Sick Leave

Support employees will accrue one (1) day of sick leave per month of employment during their first contract year. Leave accrual will occur at the end of each month worked.

Support employees will accrue sick leave at the beginning of each school year, starting with their second contract year forward.

Contract Year	Sick Leave Accrual Rate	Contract Length	Max Accrual for the Contract Year
First contract year	1 day accrued per month employed	10 months	10
First contract year	1 day accrued per month employed	12 months	12
Second contract year forward	10 days accrued at beginning of contract year	10 months	10
Second contract year forward	12 days accrued at beginning of contract year	12 months	12

Daily pay for sick leave is based on the employee's daily contracted hours. For example, a support employee who is contracted to work four (4) hours will be paid a maximum of four (4) hours and that will constitute one day of sick leave.

Sick leave is interpreted as the time when personal illness, accidental injury, 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 spouse, parent, sibling, child (this includes foster child), grandparent, or grandchild and corresponding in-laws and corresponding step relatives.

Any misuse or use of sick leave for other purposes may result in disciplinary action or termination. The district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits, particularly at the following times.

- Employee is absent for three (3) or more consecutive days
- Days immediately preceding or following holidays, or non-work days other than weekends.

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.

Sick leave may also be used for dental, physical and eye examinations for employee and dependents in the immediate family. It is the responsibility of the employee to enter the absence in Frontline.

Support employees may use no more than 120 sick days annually, (including that received from the sick leave sharing bank), as excess sick days are banked for retirement purposes only.

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.



## **SECTION V: EMPLOYEES**

## **POLICY 5345**

### **SUPPORT PERSONNEL LEAVE AND WORK SCHEDULE**

#### **Maternity Leave**

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. If your child is born during the summer months or a holiday break (or your leave overlaps with a school break), the law requires that these non-contract days be included within the six weeks available to you. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. You must use this maternity leave before any other paid leave. A school district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, maternity leave provided must be used prior to any shared sick leave available under the district's program.

#### **Parental Leave**

The district will provide full-time employees who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to one (1) week of paid leave immediately following the birth of the employee's child and to care for such child, or immediately following the adoption or foster care placement of a child, for a maximum of one (1) time per contract year. If your child is born or the adoption or foster care placement occurs during the summer months or a holiday break (or your leave overlaps with a school break), these non-contract days will be included within the week available to you. Parental leave is not in addition to the six (6) weeks of paid maternity leave.

#### **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.

An additional three (3) days of personal business leave with full pay can be utilized each year for military family leave. Formal documentation of the occasion (graduation, deployment, return to stateside, etc.)



## **SECTION V: EMPLOYEES**

## **POLICY 5345**

### **SUPPORT PERSONNEL LEAVE AND WORK SCHEDULE**

must be provided to human resources at least five (5) business days in advance of the absence. Proof of attendance shall be given to the site principal or supervisor upon return. This leave may be utilized for immediate family members. For this purpose, immediate family member is defined to be husband, wife, son, daughter, mother, father, brother, sister, foster children, grandparent, grandchild, and corresponding in-laws and/or step- relatives.

#### **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.

In the event of the death of a spouse or child, an employee may use an additional five (5) days of sick leave, if available, without the requirement of medical paperwork.

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.

#### **Jury/Legal Leave**

Jury duty should be submitted through Frontline with a copy of the jury summons attached. Legal leave may also be requested for legal proceedings affecting employment, the school, or the district. Personal legal proceedings do not fall under jury/legal leave and employees own personal or vacation leave may be utilized.

#### **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 accrue at the end of each month worked. Employees beginning employment on/after the 15<sup>th</sup> of the month will not accrue vacation until the following month.

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:

<u>YEARS IN DISTRICT</u>	<u>VACATION ACCRUAL RATE DAYS EARNED PER MONTH</u>	<u>DAYS EARNED PER YEAR</u>	<u>MAX VACATION BALANCE</u>
<u>0-1</u>	<u>0.833</u>	<u>10</u>	<u>10 DAYS</u>
<u>1-4</u>	<u>1.00</u>	<u>12</u>	<u>30 DAYS</u>
<u>5-9</u>	<u>1.25</u>	<u>15</u>	<u>30 DAYS</u>
<u>10-14</u>	<u>1.50</u>	<u>18</u>	<u>30 DAYS</u>
<u>15-19</u>	<u>1.75</u>	<u>21</u>	<u>35 DAYS</u>
<u>20+</u>	<u>2.00</u>	<u>24</u>	<u>40 DAYS</u>

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<u>Years of Service</u>	<u>Vacation Accrual Rate (Days Earned per Month)</u>	<u>Maximum Vacation Days Earned per Year</u>
<u>0 through less than 1 year</u>	<u>.833</u>	<u>10</u>
<u>1 through less than 5 years</u>	<u>1.00</u>	<u>12</u>
<u>5 through less than 10 years</u>	<u>1.25</u>	<u>15</u>
<u>10 through less than 15 years</u>	<u>1.50</u>	<u>18</u>
<u>15 through less than 20 years</u>	<u>1.75</u>	<u>21</u>
<u>20 years and over</u>	<u>2.00</u>	<u>24</u>

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.

**Epidemics/Pandemics**

Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services



## **SECTION V: EMPLOYEES**

## **POLICY 5345**

### **SUPPORT PERSONNEL LEAVE AND WORK SCHEDULE**

performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.

#### **Employee Association Leave**

A support employee may request a leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The support employee requesting employee association leave must provide the district superintendent, or their designee, with proof of election and proof of the term of office for the national, statewide, or school district employee association. Proof of election must include certification by the employee association of the date of the election and the results of the election.

The board of education may, in its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the district, regardless of whether the benefit is paid by the employee on leave or the association for which the employee is serving as an officer, director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the support employee's position with the district will be maintained without advancement on the salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the employee on leave will not accumulate service credit within the Teacher's Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the support employee may return to their former position or a comparable position.

During the leave of absence, the support employee granted leave will be prohibited from accessing district office space.

#### **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. It is the responsibility of the employee to clock in and out for their meal break. 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.

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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.*  
*Broken Arrow Board of Education policy revised, October 11, 2021.*



**SECTION V: EMPLOYEES**

**POLICY 5345**

SUPPORT PERSONNEL LEAVE AND WORK SCHEDULE

*Broken Arrow Board of Education policy revised, November 7, 2022.*

*Broken Arrow Board of Education policy revised, November 6, 2023.*

*Broken Arrow Board of Education policy revised, July 15, 2024.*

*Broken Arrow Board of Education policy revised, <DATE>.*