



## 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 ~~or~~ pregnancy, or accidental injury, or illness in the immediate family. Immediate family is defined as ~~father, mother, brother, sister, husband, wife, 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:~~

- ~~• If an administrator is absent for three (3) or more consecutive days~~
- ~~• Days immediately preceding or following holidays or non-work days other than weekends, the district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits.~~

~~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. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination.~~

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

~~An administrator 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 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.



# SECTION V: EMPLOYEES

# POLICY 5000

## ADMINISTRATOR 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.

### 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



## **SECTION V: EMPLOYEES**

## **POLICY 5000**

### ADMINISTRATOR LEAVE

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:

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

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 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.

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.



## SECTION V: EMPLOYEES

## POLICY 5000

### ADMINISTRATOR LEAVE

#### 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.

~~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.~~

#### 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.

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.*



## **SECTION V: EMPLOYEES**

## **POLICY 5000**

### ADMINISTRATOR LEAVE

*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, <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.

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.

#### **Personal Business Leave**



## SECTION V: EMPLOYEES

## POLICY 5015

### CERTIFIED EMPLOYEE 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.

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.



## **SECTION V: EMPLOYEES**

**POLICY 5015**

### **CERTIFIED EMPLOYEE LEAVE**

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. 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.

#### **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.





## SECTION V: EMPLOYEES

## POLICY 5015

### CERTIFIED EMPLOYEE LEAVE

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.

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, <DATE>.*



## EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK SCHEDULE

### Sick Leave

Sick leave will be provided to exempt employees at the rate of one (1) day of sick leave per month of employment, depending on the length of their contract. For example, an exempt 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~~for the fiscal year.

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, 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, ~~the district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits.~~
- 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. ~~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. 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.



EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK SCHEDULE

**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 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:



## SECTION V: EMPLOYEES

## POLICY 5155

### EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK 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.

#### **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.

~~For the 2021-2022 fiscal 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.~~



## EXEMPT NON-ADMINISTRATIVE LEAVE AND WORK SCHEDULE

### 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.

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, <DATE>.*



## **SECTION V: EMPLOYEES**

## **POLICY 5160**

### **FAMILY AND MEDICAL LEAVE / BA MEDICAL LEAVE**

#### **FAMILY AND MEDICAL LEAVE**

It is the policy of the District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and all its related revisions, including the National Defense Authorization Act (NDAA), collectively referred to in this policy as “FMLA.” The District is a covered employer and, accordingly, will provide up to 12 workweeks of unpaid leave to eligible employees. This leave must run concurrently with any paid leave the eligible employee has available. Eligible employees may also be entitled to 14 additional workweeks of leave (26 workweeks total) for servicemember family leave.

Any employee utilizing FMLA leave is required to cooperate in matters of scheduling, providing prompt notice of the need to use leave and availability for return to work, completing paperwork, etc.

This policy is not intended to create any leave obligations for the District in addition to those provided under the FMLA. In the event any conflict exists between this policy and the FMLA, the FMLA will be the final authority.

#### **Definitions**

“Eligible employees” are those employees who:

- have been employed for at least one year by the District; and
- worked at least 1,250 hours during the previous 12-month period; and
- have requested leave for a reason covered by the FMLA; and
- there are at least 50 employees within a 75-mile radius.

Full-time instructional employees are deemed to have met the 1,250 hours of employment requirement if they worked full-time during the prior year.

- A “child” means a biological, adopted, foster or step child, a legal ward, an individual with an in loco parentis relationship with the employee or military member, and adult children who are physically or mentally incapable of self-care.
- A “serious health condition” is one that requires either in-patient care or continuing treatment by a health care provider. This includes conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not include short-term conditions for which treatment and recovery are very brief as such conditions would normally be covered by the District’s sick leave policies.
- A “year” means a rolling 12-month period measured backward from the date an employee



## **SECTION V: EMPLOYEES**

## **POLICY 5160**

### **FAMILY AND MEDICAL LEAVE / BA MEDICAL LEAVE**

uses any leave.

- A “workweek” means the employee’s usual or normal schedule (hours / days per week) prior to the start of FMLA leave.
- A “covered military member” (for purposes of active duty leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves and who has been called to active duty. Veterans receiving treatment or therapy, or those who are recuperating and were discharged or released for any reason other than dishonorable discharge within the 5 years preceding the employee’s request for leave are also included in this definition.
- A “covered military member” (for purposes of servicemember family leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves who is undergoing treatment or therapy for a serious injury or illness incurred or exacerbated while on active duty.
- A “serious injury or illness” is an injury or illness incurred (or exacerbated) by the servicemember in the line of duty in the Armed Forces or National Guard and Reserves which:
  - may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; or
  - resulted in the member receiving a VA Service Related Disability Rating of 50% or more; or
  - substantially impairs the veterans’ ability to be gainful employed; or
  - resulted in the member’s enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

### **Reasons for Leave**

All eligible employees who meet FMLA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;
  - If both parents are employed by the District, the combined amount of FMLA leave cannot exceed 12 workweeks
2. to care for a spouse, child or parent with a serious health condition;





## SECTION V: EMPLOYEES

## POLICY 5160

### FAMILY AND MEDICAL LEAVE / BA MEDICAL LEAVE

3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;
4. for covered active duty leave with one or more of the following exigencies:
  - Short-notice deployment: employees can take up to 7 calendar days leave to address issues that arise from servicemembers' call or order to active duty seven calendar days or less prior to the date of deployment;
  - Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to servicemembers' active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to servicemembers' active duty or call to active duty;
  - Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not every day) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to servicemembers' active duty or call to active duty;
  - Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address servicemembers' absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, or obtaining military identification cards and to act as the servicemembers' representative before governmental agencies to obtain, arrange, or appeal military service benefits while servicemembers are on active duty or called to active duty and for 90 days following termination of active duty status;
  - Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for servicemembers or their children for needs arising from servicemembers' active duty or call to active duty;
  - Rest and recuperation: employees can take up to 15 days leave to spend time with servicemembers on short-term, temporary rest and recuperation leave during a period of deployment;
  - Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of servicemembers' active duty status or to address issues arising



## **SECTION V: EMPLOYEES**

## **POLICY 5160**

### **FAMILY AND MEDICAL LEAVE / BA MEDICAL LEAVE**

from servicemembers' death while on active duty, including meeting and recovering the body and making funeral arrangements; and

- Additional activities: employees can take leave to address any other events that arise from servicemembers' active duty or call to active duty when the district and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.
5. for servicemember family caregiver leave, provided that the leave (when combined with other forms of FMLA leave) does not exceed 26 workweeks during a 12-month period;
  6. for parental care leave to care for (including making arrangements for care, patient transfer and meetings with staff at a care facility) a parent-in-law who is unable to care for him/herself while the servicemember is on active duty.

#### **Application for Leave**

Employees who wish to utilize FMLA leave must submit an application for leave (with all required supporting documentation) on the forms available through the Human Resources department (the District will utilize all required forms as provided by the US Department of Labor. The forms are available at <http://www.dol.gov/whd/fmla/index.htm#Forms>). The District requests that, when practical, FMLA requests be submitted at least 30 days prior to the use of the leave. In emergency circumstances, the District may provisionally place an employee on FMLA leave if conditions appear to warrant such action. The employee is ultimately responsible for completing the necessary paperwork to finalize the use of FMLA leave at least 15 days in advance.

#### **Medical Documentation (for Leave Related to a Serious Medical Condition)**

In addition to all medical documentation required pursuant to the FMLA, the District may, in its sole discretion and at its own expense, require a second opinion related to the need for FMLA leave. If the first and second opinions differ regarding the need for FMLA leave, the District and the employee shall mutually agree upon a provider to conduct a third opinion of the employee's need for leave. The cost of this third opinion will be paid for by the employer.

The District may also require supplemental certifications of the employee's continuing need for leave. These certifications may not be more than one time per month unless the employee requests an extension of leave, changes circumstances regarding the illness or injury, or the District receives information that casts doubt on the validity of an existing certification.

In the event an employee wishes to request an extension of leave, such request must be promptly submitted to the Human Resources department with supporting documentation from the health care

provider regarding the reason for the extension. The extension is only available as long as the employee does not exceed the maximum leave permitted by the FMLA.



## **SECTION V: EMPLOYEES**

## **POLICY 5160**

### **FAMILY AND MEDICAL LEAVE / BA MEDICAL LEAVE**

#### **Right to Conduct Surveillance**

In an effort to combat misuse of leave permitted by the FMLA, an employee may be surveilled to determine if the employee is not using the FMLA leave for the purpose for which it was granted. The District may conduct non-workplace (off-site) surveillance of an employee based on an honest belief or suspicion that the employee is misusing the FMLA leave granted. If the employee is found to be misusing the FMLA leave, the employee will be subject to all disciplinary action allowed by law, including but not limited to dismissal or nonrenewal. Circumstances which may give rise to an honest belief or suspicion of FMLA leave misuse include, but are not limited to, an employee providing inconsistent reasons for the FMLA leave, an employee engaging in a suspicious pattern of absences over a short period of time, verifiable information from co-workers evidencing misuse by an employee and significant changes in the frequency or duration of an employee's absences.

#### **Intermittent Leave or Leave on a Reduced Leave Schedule**

Eligible employees may request to use their available leave on an intermittent basis by following the same application and certification process as described above and under the following conditions:

- intermittent leave in connection with the arrival of a new child must be approved by the District;
- employees must coordinate the intermittent leave with their supervisor to attempt to reduce the negative impact of the leave on school operations;
- the District reserves the right to transfer the employee to a position better suited to intermittent leave;
- if an instructional employee will be absent more than 20% of the total working days in the period in which the leave will be used, the District may require the employee to either:
  - take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or
  - be transferred to an alternative position.

#### **Leave Taken Near the End of an Academic Term**

If an instructional employee begins any type of covered leave more than 5 weeks before the end of a semester, and if the leave will last at least 3 weeks and the employee would otherwise return to work during the 3 weeks before the end of the semester, the District may require the employee to continue taking leave until the end of the semester.

If an instructional employee takes leave (for a reason other than the employee's own serious health



## **SECTION V: EMPLOYEES**

## **POLICY 5160**

### **FAMILY AND MEDICAL LEAVE / BA MEDICAL LEAVE**

condition) which commences during the 5 weeks before the end of the semester, and if the leave will last more than 2 weeks and the employee would otherwise return to work during the last 2 weeks of the semester, the District may require the employee to continue taking leave until the end of the semester.

If an instructional employee takes leave (for a reason other than the employee's own serious health condition) which begins during the last 3 weeks of the semester, and if the leave will last more than 5 working days, the District may require the employee to take leave until the end of the semester.

#### **The Effect of Leave on Benefits**

During a period of FMLA leave, an employee will be retained on the District's medical insurance plan under the same conditions that applied before leave began, including making any payments the employee previously made. An employee's failure to timely pay his/her share of the medical premium may result in loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the FMLA leave, unless the reason for the failure to return to work are due to circumstances beyond the employee's control.

Employees do not accrue or lose any seniority or employment benefits during a period of FMLA leave.

#### **Return to Work**

Employees must update the Human Resources department regarding the intent to return to work, including providing all necessary releases and paperwork, at least 5 business days in advance of the expected return date.

Although the District cannot guarantee that an employee will be returned to his/her original position, employees will generally be restored to an equivalent position and employment conditions upon return from FMLA leave. Highly-compensated employees are those individuals who are salaried and are among the highest paid 10% of the employees employed within 75 miles of the employee's worksite. A highly-compensated employee may not be returned to work if it is necessary to prevent substantial and grievous economic injury to the operations of the District. The District will make all

determinations regarding job duties upon an employee's return from FMLA leave.

#### **Failure to Return from Leave**

Employees who fail to return to work when scheduled (absent an approved extension) are subject to immediate termination for cause, subject to applicable due process hearing rights.



## SECTION V: EMPLOYEES

## POLICY 5160

### FAMILY AND MEDICAL LEAVE / BA MEDICAL LEAVE

#### BA MEDICAL LEAVE

The District will offer BA Medical Leave for support employees whose position does not meet the 1,250 hours in a 12- month period. This will allow for consistent and fair leave for all employees. BA Medical provides job/position protection for up to 12 workweeks (60 working days) of unpaid leave a year. ~~This leave must run concurrently with any paid leave the eligible employee has available. Employees cannot miss more than fifteen (15) work days, excluding COVID, in the prior school year to be eligible.~~

- ~~Employees are required to use any sick, personal, or vacation leave available to them.~~

#### Definitions

“Eligible employees” are those employees who:

- have been employed for at least one year by the District; and
- have not missed more than fifteen (15) work days, excluding COVID, in the prior school year

#### Reasons for Leave

- Serious health condition of the employee that makes the employee unable to perform his or her job functions~~Serious illness of self, spouse, or child~~
- Birth of a child and to care for such child, or placement for adoption or foster care of a child – If both parents are employed by the District, the combined amount of BA Medical and/or FMLA leave cannot exceed 12 workweeks~~Maternity or paternity~~
- Care for a spouse, child, or parent with a serious health condition~~Foster placement or adoption~~

Child may include biological, adopted, foster, or step child, a legal ward, and individual with an in loco parentis relationship with the employee.

Serious health condition is one that requires either in-patient care or continuing treatment by a health care provider. This includes conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days.

Year is defined as rolling 12-month period measured backward from the date the employee uses any leave.

#### NON-FMLA SICK LEAVE ALTERNATIVES

- ~~Non-FMLA Sick Leave may be requested for employees with paid leave available. The employee’s position is not protected during this time. Medical certification~~



## SECTION V: EMPLOYEES

## POLICY 5160

### FAMILY AND MEDICAL LEAVE / BA MEDICAL LEAVE

~~from a physician or practitioner must be provided. Leave may be granted for any of the following:~~

- ~~• Serious illness of self or immediate family. Immediate family is defined as father, mother, brother, sister, husband, wife, child (this includes foster child), grandparent, or grandchild and corresponding in-laws and step relatives.~~
- ~~• Employee does not qualify for FMLA or BA Medical~~
- ~~• Additional 60 working days after FMLA or BA Medical has been exhausted. This could include days from the sick leave sharing bank, per Policy 5310 guidelines.~~
- ~~• An employee 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.~~
- ~~• In rare unique/critical circumstances, days may be extended with Leadership approval.~~

Employees that do not meet the eligibility requirements for FMLA or BA Medical leave have the following leave options:

#### Employee

- Employees unable to perform their essential job duties due to illness or injury may request leave for 60 working days or the number of work days equal to their paid leave available, whichever is longer
- Medical certification from a physician or practitioner must be provided to Human Resources
- Employee position is not protected during this time

#### Employee Family Member

- Employee may request days to care for the serious illness or injury of an immediate family member if paid leave is available
- Immediate family is defined as spouse, parent, sibling, child (this includes foster child), grandparent, or grandchild and corresponding in-laws and corresponding step relatives
- Medical certification from a physician or practitioner must be provided to Human Resources

Employees that have exhausted any of the leave options may qualify for Sick Leave Sharing Bank. For guidelines refer to Board Policy 5310.

Employees that have exhausted any of the leave options may use additional work days equal to their paid leave available.

Employees that have exhausted all leave options FMLA, BA Medical, or Non-FMLA Sick Leave, are



## **SECTION V: EMPLOYEES**

## **POLICY 5160**

### **FAMILY AND MEDICAL LEAVE / BA MEDICAL LEAVE**

expected to return to work. If an employee is unable to return to work or medically unable to perform the duties of their job, a meeting will be scheduled with Human Resources to discuss next steps.

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, November 12, 2018.*  
*Broken Arrow Board of Education policy revised, May 13, 2019.*  
*Broken Arrow Board of Education policy revised, October 11, 2021.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## SECTION V: EMPLOYEES

## POLICY 5215

### USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex.

“Sex,” for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.

“Multiple occupancy restroom or changing area” is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

“School” means any public school and public charter school that serves students in prekindergarten through twelfth grades in this state.

“Individual,” for the purposes of this policy is defined as any ~~employee of the District~~ student, teacher, staff member, or other person on the premises of a School.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

~~If a district employee refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the employee shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee’s position within the District.~~

An individual shall be disciplined by the District for refusing to (a) use the appropriate multiple occupancy restroom or changing area designated for their sex as defined herein, (b) designate multiple occupancy restrooms or changing areas for the exclusive use of one sex as defined herein, or (c) provide access to a single-occupancy restroom or changing room to an individual who does not wish to utilize the multiple occupancy restroom or changing area designated for their sex, provided that such individual is authorized to be on District premises. Employees shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee’s position within the District. Other persons on the premises of the District shall be disciplined pursuant to the appropriate District policy and Oklahoma law.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.





## **SECTION V: EMPLOYEES**

## **POLICY 5215**

### USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

SBOE Emergency Rule: OKLA. ADMIN. CODE § 210: 35-3-186.

Source: *Broken Arrow Board of Education policy adoption, August 8, 2022.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## SECTION V: EMPLOYEES

## POLICY 5295

### SCHOOL SECURITY OFFICERS

Broken Arrow Public Schools is committed to providing a safe environment for students and employees. In furtherance of this commitment, the board may designate selected uniformed school security officers to carry a handgun on school property in accordance with the provisions of this policy. The board specifically retains the right not to designate or not to grant permission to any specific employee to carry a handgun on school property.

#### Authorized School Security Officer

“Authorized school security officer” a uniformed and properly credentialed employee who has been designated by the board to carry a personal handgun at school. Authorized school security officers are required to meet the following minimum criteria:

1. Be recommended for the authorized school security officer position by the superintendent of schools (or designated employee) and be employed by the board in that position.
2. Possess either a valid armed security guard license (OKLA. STAT. tit. 59, §§ 1750.1 et seq.) or a valid reserve peace officer certification (OKLA. STAT. tit. 70, § 3311).
3. Comply with all applicable laws and reasonable gun safety practices.
4. Provide a handgun, holster, and any necessary equipment and other items to safely carry, store, and use the handgun in accordance with Oklahoma law and common safety practices.
5. Provide the board and the superintendent of schools (or designated employee), at the time the board designates the authorized school security officer, with specific information on the type of firearm and ammunition to be carried by the authorized school security officer and only carry/use the approved items. Information about the type of gun and ammunition will be recorded in the authorized school security officer’s personnel file.
6. Carry the handgun openly in an appropriate holster in accordance with customarily accepted safety standards.

#### Training Expenses

If an individual who has been issued a handgun license pursuant to the Oklahoma Self-Defense Act would otherwise qualify to be an authorized school security officer but lacks the required armed security guard or reserve peace officer license or certification, the board of education may consider paying for the proposed authorized school security officer to obtain the necessary credentials, provided the superintendent of schools (or designated employee) recommends that District funds be expended for this purpose as a benefit to the District.

The board may also consider paying for an authorized school security officer to obtain recertification, provided the superintendent of schools (or designated employee) recommends that District funds be expended for this purpose as a benefit to the District.



## SECTION V: EMPLOYEES

## POLICY 5295

### SCHOOL SECURITY OFFICERS

#### Safety Protocols

The superintendent of schools (or designated employee) may consult with law enforcement agencies or other knowledgeable individuals to determine other conditions which should be placed on the authorized school security officer, or as questions arise regarding appropriate procedures to implement this policy. Any such other conditions shall be reduced to writing and provided to the authorized school security officer with a copy placed in the authorized school security officer's personnel file.

The superintendent of schools (or designated employee) will annually review this policy and any related procedures ~~with the safe school committee~~ and make any recommended policy changes to the board. The superintendent of schools (or designated employee) will also notify local law enforcement any time the board has employed or re-employed an authorized school security officer as well as any time an authorized school security officer leaves the employment of the District.

An authorized school security officer is required to keep his/her weapon secured in accordance with reasonably accepted safety practices unless a security incident occurs. If an authorized school security officer becomes aware of a security incident, the authorized school security officer is required to evaluate the situation to the best of his/her ability and may take no action, may fire a warning shot(s), or may use deadly force based on the totality of the circumstances and established security and law enforcement protocols. All authorized school security officers are required to act in good faith.

#### Scope of Authority

Enforcing the district rules and policies established by the school board.

Source: *Broken Arrow Board of Education policy adoption, November 9, 2020.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



### Sick Leave

Sick leave will be provided to support employees at the rate of one (1) day of sick leave ~~accrued~~ 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 for~~ 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, 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.

- ~~If an e~~Employee is absent for three (3) or more consecutive days
- ~~or requests a sick day~~Days immediately ~~before or after a~~preceding or following holidays, ~~or non-work days other than weekends.~~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. 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.

### 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 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.

~~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.~~

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.

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.) 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 understate 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.

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).



# SECTION V: EMPLOYEES

# POLICY 5345

## SUPPORT PERSONNEL LEAVE AND WORK SCHEDULE

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 dailyrate 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.*
  - Broken Arrow Board of Education policy revised, October 11, 2021.*
  - Broken Arrow Board of Education policy revised, <DATE>.*



## SECTION V: EMPLOYEES

## POLICY 5410

### WORKERS' COMPENSATION

The School District provides benefits established under the Oklahoma Workers' Compensation Act ("Act") to all School District employees who are injured in on-the-job accidents.

All regular employees who are injured in on-the-job accidents shall receive statutory benefits including medical expenses, temporary compensation and benefits for permanent disability or death as required by the Act.

~~Use of accrued and unused personal leave, vacation and sick leave benefits shall be coordinated with workers' compensation temporary disability benefits provided to the injured employee per State law, if the employee so elects. Procedures to be followed by all employees when filing a Workers' Compensation claim are outlined in Administrative Procedures. Included in the procedure is an appropriate election form which every injured employee will be given as soon as possible after an on-the-job injury. No supplemental payment shall be made until such time as the employee returns the election form to the School District. If the election for supplemental pay is made, sick leave shall be used and exhausted before personal leave and vacation leave unless different instructions are directed by the employee, in writing, to the District.~~

Source: *Broken Arrow Board of Education policy adoption, September 16, 1996.*  
*Broken Arrow Board of Education policy revised, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, <DATE>.*