

POLICY GCC

Board of Education Las Cruces Public Schools

Related Entries: GCC-R

Responsible Office: Associate Superintendent for Operations

Applicable To: Union Certified Employees Union Classified Employees Non-Union Employees All Employees

EMPLOYEE LEAVES

I. PURPOSE

To grant school district employees leave from duty as required by federal or state statutes and in accordance with school district policy.

II. BACKGROUND

Employees of the school district are entitled to leave from duty based upon a number of statutory and regulatory conditions. The district shall also provide extended leaves to employees as necessary and appropriate.

III. DEFINITIONS

1. “*Annual leave*” means paid vacation days.

IV. POSITION

- A. This Policy applies to all district employees (faculty and staff), unless specifically preempted by the provisions of an applicable collective bargaining agreement covering the district employee. The district employee is directed to the provisions of the applicable collective bargaining agreement on this topic for further guidance and possible changes or additions to this Policy as applied to the district employee.
- B. The school district shall provide annual leave to all full-time, 12-month employees.
- C. The school district shall provide leave for the following district employees, based on job category and number of hours worked: sick (including a sick leave bank), bereavement, funeral, maternity, parental, adoption, advanced study, assault, exchange teaching, jury duty/court subpoena, military duty, personal/paid personal, political, professional, public service, in-district activities and other leaves.
 1. The Superintendent’s leave is negotiated separately with the Board of Education.
- D. All leaves shall be accurately and appropriately reported by the employee, and shall be approved and/or monitored by his/her immediate supervisor. Inappropriate use of leave may be cause for disciplinary action, up to and including discharge or termination.

- E. The school district shall notify employees by appropriate means as to the types and lengths of leaves to which they are entitled.
- F. The school district shall comply with the provisions of the federal Family Medical Leave Act, PL 103-3; 29 USC sec. 2601; 29 CFR 825.
- G. The Superintendent of Schools shall promulgate a regulation for the enforcement of this policy.

V. **REVIEW**

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.



Board of Education, President

February 15, 2011

Date Approved

History: Formerly Policy 232, Revised 11.22.95, 10.17.00; Replaces Policy #232 Leave From Duty, 1st reading 12.14.10; 2nd reading 1.18.11; 3rd reading 02.15.11

Legal Reference: PL 103-3; 29 USC sec. 2601; 29 CFR 825