

PERSONNEL

1 Leaves of Absence

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3 Sick and Bereavement Leave

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5 Certified employees will be granted sick leave according to terms of their collective bargaining  
6 agreement.

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8 Classified employees will be granted sick leave according to the terms of their collective  
9 bargaining agreement. Sick leave may be used by an employee when they are unable to perform  
10 job duties because of:

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12 • A physical or mental illness, injury, or disability;
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14 • Maternity or pregnancy-related disability or treatment, including a prenatal care, birth, or  
15 medical care for the employee or the employee's child;
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17 • Parental leave for a permanent employee as provided in 2-18-606, MCA;
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19 • Quarantine resulting from exposure to a contagious disease;
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21 • Examination or treatment by a licensed health care provider;
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23 • Short-term attendance, in an agency's discretion to care for a person (who is not the  
24 employee or a member of the employee's immediate family) until other care can  
25 reasonably be obtained;
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27 • Necessary care for a spouse, child or parent with a serious health condition, as defined in  
28 the Family and Medical Leave Act of 1993; or
- 29  
30 • Death or funeral attendance of an immediate family member or, at an agency's discretion,  
31 another person.

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33 Nothing in this policy guarantees approval of the granting of such leave in any instance. The  
34 District will judge each request in accordance with this policy and governing collective  
35 bargaining agreements.

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37 It is understood that seniority will accumulate while a teacher or employee is utilizing sick leave  
38 credits. Seniority will not accumulate, unless an employee is in a paid status. Abuse of sick  
39 leave is cause for disciplinary action up to and including termination.

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41 An employee who has suffered a death in the immediate family will be eligible for bereavement  
42 leave according to the terms of the current collective bargaining agreement.

**Jefferson High School District #1**

**PERSONNEL**

1 Personal Leave

2

3 Teachers will be granted personal leave according to terms of the current collective bargaining  
4 agreement.

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6 Civic Duty Leave

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8 Leaves for service on either a jury or in the Legislature will be granted in accordance with state  
9 and federal law. A certified staff member hired to replace one serving in the Legislature does not  
10 acquire tenure.

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12 An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to  
13 receive regular salary or to take annual leave during jury time. An employee who elects not to  
14 take annual leave, however, must remit to the District all juror and witness fees and allowances  
15 (except for expenses and mileage). The District may request the court to excuse an employee  
16 from jury duty, when an employee is needed for proper operation of the school.

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20	Legal Reference:	42 USC 2000e	Equal Employment Opportunities
21		§ 2-18-601(10), MCA	Definitions
22		§ 2-18-618, MCA	Sick leave
23		§ 49-2-310, MCA	Maternity leave – unlawful acts of employers
24			Reinstatement to job following pregnancy- related leave of absence
25		§ 49-2-311, MCA	
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28 Policy History:

29 Adopted on: February 2007

30 Revised on: