

Teacher Handbook Approved Revisions Spring 2019

Section 8 **PAID LEAVES OF ABSENCE**

As a school district, our business is education. We expect our teachers to be here to teach on scheduled schools days. We also realize that people are our most valuable assets and situations arise that may necessitate teacher absences. The District shall provide Paid Leaves of Absence.

Sick Leave - A teacher will earn one (1) sick day for every month worked. Sick days will be accrued monthly after they have been earned. Teachers should make every effort to schedule routine medical appointments outside of their regularly scheduled work hours.

Sick Leave Use - Sick leave shall be paid for an absence from work due to:

1. Personal illness, injury, pregnancy or serious health condition of the employee;
2. Illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition;
3. Serious health condition of a spouse, child, or parent as defined by the FMLA;
4. Birth (own child) or day of acquiring an adopted child
5. Bereavement is allowed for up to five (5) **consecutive** days for immediate family (defined as spouse, child, parent, or other household member), up to three (3) **consecutive** days for sibling, grandparent, grandchildren, spouse's parent, and one (1) day for other family members or close personal friend. Additional bereavement for immediate family may be allowed up to ten (10) total **consecutive** days with approval from the Assistant Superintendent of Human Resources.

Section 12
UNPAID LEAVES OF ABSENCE

Leaves Without Compensation

1. An employee may be granted a leave of absence without compensation for personal reasons for a period not to exceed one (1) year and providing it does not injure the program of the school system. **The employee should request their leave of absence by February 1 for the following school year.**
2. The conditions under which an employee may return from a leave for personal reasons shall be determined by the Board of Education upon the recommendations of the Superintendent or designee at the time of approval of the request for such leave.
3. Unpaid medical leave approved as a reasonable accommodation will be provided subject to medical verification and shall not exceed one (1) year in duration unless otherwise required by law.
4. The immediate supervisor may grant leaves without compensation for short periods of time if there is no serious interruption of the operational program. Any applicable leave with compensation should be exhausted before leave without compensation is required. This does not apply to Jury Duty or Uniformed Services Leave.
5. The employee shall provide as much notice as possible for leave without compensation. If the notice is less than 48 hours, leave without compensation may be granted at the discretion of the immediate supervisor.

Section 20

PROFESSIONALISM

It is understood that as professionals, teachers will be at their work place sufficiently prior to and following their assignments to prepare and be available to meet student needs and to provide time for administrator, colleague, and parent interaction.

1. Administrators are expected to include staff members in the planning and scheduling of functions so staff members have flexibility in allotting time for their professional responsibilities without negatively affecting programs for students.
2. Staff members are expected to attend functions directly related to their teaching assignments. For example, staff members are expected to participate in IEP meetings, special parent conferences, staff meetings, and collaborate with other staff. Staff members must notify building administration when making any deviation from the established schedule.
3. The above professionalism language is understood to meet the needs of students and to be at no cost to the District.
4. Each building shall establish a Professionalism Committee. **Building Professionalism Committees should meet at least once a year at a time that works for the building.** The goals of this committee will be to refine the professionalism concept, the parameters, and educate persons on its implementation, and mitigate/settle professionalism disputes. The **Building** Professionalism Committee may establish reasonable expectations of collaboration. **At either the August or September building staff meeting, the Building Professionalism Committee members should be introduced, the goals of the committee explained, and the professionalism guidelines discussed.**
5. **The District Professionalism Committee will be comprised of the Teacher Meet and Confer members with the addition of the PR&R Chairperson. If a Building Professionalism Committee cannot reach consensus or wants additional input, an issue can be sent to the District Professionalism Committee. The District Professionalism Committee is not an “appeal board” but serves to provide guidance in the process of professionalism decisions.**

Section 24
PARENT CONFERENCES

Employees of the Sheboygan Area School District shall be accommodated in their desire to attend a conference concerning their child as long as there is no additional expense incurred by the District and during non-instructional time other than SASD conference time.

Evening Parent-Teacher conferences will be scheduled a minimum of five (5) hours each semester. Evening time shall start **immediately** following the normal ~~(Monday, Tuesday, Thursday, Friday)~~ building dismissal time. Time(s) for the evening conferences should be selected based upon the best means for meeting the needs of parents.

A minimum of five (5) hours of conference time shall be scheduled on each Friday. Schools need to ensure parents are able to arrange a conference time somewhere during the typical “lunch time” (11:15 a.m. – 1:15 p.m.). It is not required to hold conferences during the entire lunch time, rather parents should be able to attend conferences during part of this two-hour window.

Unless a building’s professionalism committee has determined otherwise, once teachers have met the obligation of meeting with all of their parents, they are free to leave the building and/or not report during the remainder of the conference times.