

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: September 17, 2003

REVISED: October 19, 2005

335. FAMILY AND MEDICAL LEAVES	
1. Purpose 29 U.S.C. Sec. 2601 et seq	The purpose of this policy is to address specific leave of absence issues and to ensure the district's compliance with the Family Medical Leave Act, hereinafter referred to as FMLA.
2. Delegation of Responsibility	The Superintendent or designee shall develop administrative guidelines regulating leaves and ensuring the district's compliance with law. Although implementing the guidelines is the responsibility of the Superintendent, they must adhere to the basic principles of law.
3. Guidelines	<p>Required notices shall be posted by the district.</p> <p>Guides advising employees of their rights and responsibilities shall be developed and posted. The guides shall be given to employees upon request; whenever an employee requests an FMLA leave; and whenever the district designates a leave as an FMLA leave.</p> <p>All requests for leave, both FMLA leave and non-FMLA leave, shall be made in writing on a district form. The form shall request sufficient information to determine whether the leave qualifies as an FMLA leave.</p> <p>Employees shall be required to apply the equivalent of the annual allotment of sick days (as specified by law or collective bargaining agreement) towards FMLA. The employee may at their option apply additional sick days beyond the minimum required towards the leave.</p> <p>Medical certification forms shall be required whenever allowed or authorized by provision of the FMLA.</p>

Employees shall be required to provide a fitness-for-duty certificate upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of a collective bargaining agreement or where the employee has taken a paid leave concurrent with the FMLA leave and school district policy and practice has not required a fitness-for-duty certificate to be provided.

Seniority shall accrue for all purposes during FMLA leaves, and credit shall be given during FMLA leaves for accruals for other leaves.

For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve (12) weeks of leave in any twelve-month period, the district shall utilize a rolling twelve-month period measured backwards from the date leave is used, to avoid stacking of back-to-back leave entitlements.

An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition, or if the employee has a serious health condition when:

1. The employee fails to establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures).
2. The employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

Eligibility for an FMLA leave shall be based entirely on the eligibility criteria established by the FMLA. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the law.

29 U.S.C.
Sec. 2601 et seq

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: SEPTEMBER 17, 2003

REVISED: APRIL 15, 2015

336. PERSONAL NECESSITY LEAVE	
<p>1. Authority</p> <p>SC 510, 1154</p>	<p>This policy shall provide for absences for defined personal necessity leave by administrative employees.</p> <p>The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an administrative employee in any school year for such leave.</p>
<p>2. Guidelines</p> <p>SC1154</p> <p>SC1154</p>	<p><u>Personal/Emergency Leave</u></p> <p>Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the administrative compensation plan or individual contract.</p> <p><u>Bereavement Leave</u></p> <p>When an administrative employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence not in excess of five (5) school days. Bereavement leave shall be used within a thirty (30) day period from the date of death. In the event that the day of the funeral occurs on a weekend, one (1) day of bereavement leave must occur immediately prior to or immediately following the weekend. The Board of School Directors and/or Superintendent may extend the period of absence allowing the employee to use sick days in its/his discretion as the exigencies of the case may warrant. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, son-in-law, daughter-in-law, grandchild, step-child, step-parent or near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>When an administrative employee is absent from duty because of the death of a near relative, there shall be no deduction in salary of said employee for an absence of one (1) work day of the funeral. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law, or step-parent of employee's spouse.</p>

51 Pa.C.S.A.
Sec. 4102, 7309

Military Leave

Military leave shall be granted in accordance with law.

An employee requesting absence due to military leave shall file a written request with the Superintendent.

Minimum Leave Time

An employee who is absent less than one-half (1/2) day shall be charged with the use of one-half (1/2) day of leave. If an absence is more than one-half (1/2) day but less than one (1) full day, one (1) day of leave shall be charged.

References:

School Code – 24 P.S. Sec. 510, 1154

CLARION-
LIMESTONE AREA
SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: SEPTEMBER 17, 2003

REVISED:

336. PERSONAL NECESSITY LEAVE	
1. Authority	This policy shall provide for absences for defined personal necessity leave by administrative employees.
SC 510, 1154	The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an administrative employee in any school year for such leave.
2. Guidelines	<u>Personal/Emergency Leave</u>
	Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the administrative compensation plan or individual contract.
	<u>Bereavement Leave</u>
SC1154	When an administrative employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence not in excess of five (5) school days . Bereavement leave shall be used within a thirty (30) day period from the date of death. In the event that the day of the funeral occurs on a weekend, one (1) day of bereavement leave must occur immediately prior to or immediately following the weekend. The Board of School Directors and/or Superintendent may extend the period of absence allowing the employee to use sick days in its/his discretion as the exigencies of the case may warrant.
SC1154	Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, son-in-law, daughter-in-law, grandchild , step-child, step-parent or near relative who resides in the same household, or any person with whom the employee has made his/her home.
	When an administrative employee is absent from duty because of the death of a near relative, there shall be no deduction in salary of said employee for an absence of one (1) work day of the funeral . Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law, or step-parent of employee's spouse.

336. PERSONAL NECESSITY LEAVE - Pg. 2

51 Pa.C.S.A.
Sec. 4102, 7309

Military Leave

Military leave shall be granted in accordance with law.

An employee requesting absence due to military leave shall file a written request with the Superintendent.

Minimum Leave Time

An employee who is absent less than one-half (1/2) day shall be charged with the use of one-half (1/2) day of leave. If an absence is more than one-half (1/2) day but less than one (1) full day, one (1) day of leave shall be charged.

References:

School Code – 24 P.S. Sec. 510, 1154

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: PERSONAL NECESSITY LEAVE
 ADOPTED: OCTOBER 15, 2003
 REVISED:

436. PERSONAL NECESSITY LEAVE	
1. Authority	<p>This policy shall provide for absences for defined personal necessity leave by professional employees.</p>
SC 510, 1154	<p>The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by a professional employee in any school year for such leave.</p>
2. Guidelines	<p><u>Personal/Emergency Leave</u></p> <p>Personal/Emergency leave days with pay shall be granted to professional employees in accordance with provisions of the collective bargaining agreement or individual contract.</p>
SC 1154	<p><u>Bereavement Leave</u></p> <p>Whenever a professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence not in excess of five (5) school days. Bereavement leave shall be used within a thirty (30) day period from the date of death. In the event that the day of the funeral occurs on a weekend, one (1) day of bereavement leave must occur immediately prior to or immediately following the weekend. The Board of School Directors and/or Superintendent may extend the period of absence allowing the employee to use sick days in its/his discretion as the exigencies of the case may warrant. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, son-in-law, daughter-in-law, grandchild, step-child, step-parent or near relative who resides in the same household, or any person with whom the employee has made his/her home.</p>
SC 1154	<p>When a professional employee is absent from duty because of the death of a near relative, there shall be no deduction in salary of said employee for an absence of one (1) work day of the funeral. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law, or step-parent of employee's spouse.</p>

51 Pa. C.S.A.
Sec. 4102, 7309

Military Leave

Military leave shall be granted in accordance with law.

An employee requesting absence due to military leave shall file a written request with the Superintendent.

Minimum Leave Time

An employee who is absent less than one-half (1/2) day shall be charged with the use of one-half (1/2) day of leave. If an absence is more than one-half (1/2) day but less than one (1) full day, one (1) day of leave shall be charged.

References:

School Code – 24 P.S. Sec. 510, 1154

CLARION-
LIMESTONE AREA
SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: NOVEMBER 19, 2003

REVISED:

536. PERSONAL NECESSITY LEAVE	
1. Authority	<p>This policy shall provide for absences for defined personal necessity leave by support employees.</p>
SC 510	<p>The Board has the authority and responsibility to establish reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by a support employee in any school year for such leave.</p>
2. Guidelines	<p><u>Personal/Emergency Leave</u></p> <p>Personal leave days with pay shall be granted to support employees in accordance with provisions of the applicable collective bargaining agreement, individual contract or Board resolution.</p> <p><u>Bereavement Leave</u></p> <p>When a support employee is absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary for an absence <u>not in excess of five (5) work days</u>. Bereavement leave shall consist of consecutive days with one (1) day being the day of the funeral. In the event that the day of the funeral occurs on a weekend, one (1) day of bereavement leave must occur immediately prior to or immediately following the weekend. <u>The Superintendent may extend the period of absence with pay allowing the employee to use sick days at his/her discretion as the exigencies of the case may warrant.</u> Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, <u>grandchild</u>, parent-in-law, son-in-law, daughter-in-law, <u>or near relative who resides in the same household, or near relative who resides in the same household, or any person with whom the employee has made his/her home.</u></p> <p>When a support employee is absent from duty because of a death in the immediate family, and the employee's residence is in excess of five hundred (500) miles from the location of the funeral services for the deceased, there shall be no deduction in salary for an absence not in excess of five (5) full school days, provided that no more than two (2) calendar days are counted for this provision following the day of the</p>

funeral. Whenever an employee shall be absent because of the death of a step-parent or step-child of said employee, there shall be no deduction in salary of said employee for an absence not to be in excess of three (3) work days. The bereavement leave shall be consecutive days with one of the leave days being the day of the funeral.

When a support employee is absent from duty because of the death of a near relative of said employee **or employee's spouse, there shall be no deduction in salary for an absence of one (1) day of the funeral.** A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

Military Leave

51 Pa. C.S.A.
Sec. 4102, 7309

Military leave shall be granted in accordance with law.

An employee requesting absence due to military leave shall file a written request with the Superintendent.

References:

School Code – 24 P.S. Sec. 510

Military Leave – 51 Pa. C.S.A. Sec. 4102, 7309

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: PERSONAL NECESSITY LEAVE
 ADOPTED: October 15, 2003
 REVISED:

436. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510, 1154	The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used in any school year for such leave.
3. Guidelines	<p><u>Personal/Emergency Leave</u></p> <p>Personal leave days with pay shall be granted to professional employees in accordance with provisions of the collective bargaining agreement.</p> <p><u>Bereavement Leave</u></p> <p>When a professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence not in excess of four (4) school days. Bereavement leave shall consist of consecutive days with one (1) day being the day of the funeral. In the event that the day of the funeral occurs on a weekend, one (1) day of bereavement leave must occur immediately prior to or immediately following the weekend. The Board may extend the period of absence, at its discretion. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, son-in-law, daughter-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>When a professional employee is absent from duty because of a death in the immediate family, and the employee's residence is in excess of five hundred (500) miles from the location of the funeral services for the deceased, there shall be no deduction in salary for an absence not in excess of five (5) full school days, provided that no more than two (2) calendar days are counted for this provision following the day of the funeral.</p>
SC 1154	

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: VACATION

ADOPTED: September 17, 2003

REVISED:

337. VACATION	
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation.
2. Authority	The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the district's operating and management needs.
3. Guidelines	<p>In accordance with the administrative compensation plan, the high school principal and elementary school principal shall be entitled to an annual, non-cumulative vacation without loss of pay equivalent to one (1) calendar month. Vacation must be taken at a time that will least interfere with the functioning of the district.</p> <p>Vacation benefits for the Assistant Business Manager, Maintenance Supervisor, and Custodian Supervisor shall be as stated in the agreement between the Clarion-Limestone Area School District and the Clarion-Limestone Educational Support Personnel Association, ESPA, PSEA, and NEA.</p> <p>All vacation schedules are subject to final approval by the Superintendent.</p>

**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: September 17, 2003

REVISED:

338. SABBATICAL LEAVE	
1. Purpose	This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166	The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.
SC 1171	The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.
3. Guidelines	<u>Eligibility</u>
SC 1166	To be eligible for sabbatical leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district, unless the Board allows for a shorter period of time.
SC 1166	A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.
SC 1167	The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. In the case where more than ten percent (10%) of the staff apply, eligibility shall be determined on the basis of length of time in the district since the last sabbatical leave.
	<u>Application</u>
	Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.
	The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy.

<p>SC 1171</p>	<p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.</p> <p>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request.</p>
<p>SC 1168</p>	<p><u>Commitment of Employee</u></p> <p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.</p>
<p>SC 1168</p>	<p><u>Commitment of Employer</u></p> <p>At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p>
<p>SC 1170</p>	<p>Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund purposes but for no other purpose.</p>
<p>SC 1169</p>	<p><u>Compensation</u></p> <p>During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other administrative employees of a similar class at no cost to the employee.</p>

338. SABBATICAL LEAVE - Pg. 3

<p>SC 1166</p> <p>School Code 1166, 1167, 1168, 1169, 1170, 1171</p>	<p>A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.</p>
--	--



CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: COMPENSATED
PROFESSIONAL LEAVES

ADOPTED: September 17, 2003

REVISED:

338.1. COMPENSATED PROFESSIONAL LEAVES	
1. Purpose	This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for eligible administrative employees.
2. Definitions SC 1166.1	Professional Development Leave - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law, or completed to improve professional competency.
SC 522.2	Classroom Occupational Exchange Leave - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1, 1171	The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.
SC 522.2	The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.
4. Guidelines	PROFESSIONAL DEVELOPMENT LEAVE
SC 1166	<u>Eligibility</u> To be eligible for professional development leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth, at least five (5) consecutive years of such service shall be in this school district, unless the Board allows for a shorter period of time.

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 2

SC 1166	<p>A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.</p>
SC 1167	<p>The total number of administrative employees on professional development leave shall not exceed ten percent (10%) of the number of eligible employees. In the case where more than ten percent (10%) of the staff apply, eligibility shall be determined on the basis of length of time in the district since the last professional development leave.</p>
SC 1166.1	<p><u>Application</u></p> <p>Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school district, or as the Board may require, and upon the recommendation of the Superintendent.</p> <p>Requests for professional development leave shall be submitted on the district form and forwarded with a detailed plan to the Superintendent.</p> <p>Applications for professional development leave for the following year shall be filed by May 15 of the current school year. Unexpected circumstances shall be the only exception.</p>
SC 1166.1	<p><u>Documentation</u></p> <p>Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.</p> <p>The Board may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the school district.</p>
SC 1166.1	<p>The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> 1. Nine (9) graduate credits.

	<ol style="list-style-type: none"> 2. Twelve (12) undergraduate credits. 3. One hundred eighty (180) hours of professional development activities. <p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> 1. Eighteen (18) graduate credits. 2. Twenty-four (24) undergraduate credits. 3. Three hundred sixty (360) hours of professional development activities. <p>Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.</p> <p><u>Commitment of Employee</u></p>
<p>SC 1166.1, 1168</p>	<p>Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. Employees shall submit required reports on time or forfeit all compensation and benefits.</p>
<p>SC 1168</p>	<p><u>Commitment of Employer</u></p> <p>At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p>

SC 522.1, 1170	<p>Time on professional development leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund purposes but for no other purpose.</p>
SC 1169	<p><u>Compensation</u></p> <p>During the period of professional development leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other administrative employees of a similar class at no cost to the employee.</p>
SC 1166	<p>A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p>
<p>CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p>	
	<p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent.</p>
	<p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p>
SC 522.2, 1166.1	<p>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.</p>
	<p><u>Commitment of Employee</u></p>
SC 1168	<p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p>

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 5

<p>SC 1168</p> <p>SC 522.2</p> <p>SC 522.2</p> <p>School Code 522.1, 522.2, 1166, 1166.1, 1167, 1168, 1169, 1170, 1171</p>	<p><u>Commitment of Employer</u></p>
	<p>At the expiration of the classroom occupational exchange leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund purposes but for no other purpose.</p>
	<p><u>Compensation</u></p> <p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p>

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: September 17, 2003

REVISED:

339. UNCOMPENSATED LEAVE	
1. Purpose	The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.
2. Authority SC 1154	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Guidelines	<p>The Board may grant, at its discretion, up to one (1) additional year of uncompensated leave under the following conditions:</p> <ol style="list-style-type: none"> 1. The requested leave is for a certified medical condition of the employee. 2. Any employee who has worked a minimum of five (5) continuous years and is not eligible for sabbatical leave is eligible. If the employee is eligible for sabbatical leave, the sabbatical leave will be used in lieu of uncompensated leave. 3. Requests for uncompensated leave are granted for up to six (6) months, at the discretion of the Board. Additional leave up to six (6) months may be requested at the end of the first leave. 4. Additional uncompensated leave may be requested over the lifetime of district employment, provided a minimum of five (5) years of service has elapsed since the previous approved leave has ended. 5. Uncompensated leave can only be used whenever all existing leaves have been exhausted. 6. No district benefits, compensation, or service time for seniority will be earned during uncompensated leave.

**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JURY DUTY

ADOPTED: September 17, 2003

REVISED:

<p>1. Authority 42 Pa. C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">342. JURY DUTY</p> <p>Administrative employees regularly employed shall be protected against loss of pay for time served on jury duty.</p> <p>An employee who serves on jury duty or who is subpoenaed to serve as a witness in court, upon proper identification of the court and advance notification to the Board, shall receive his/her normal pay, provided that the employee remits to the Board all fees received, exclusive of reimbursement expenses, within seven (7) days of the date the employee receives such fees. This provision shall not apply to legal proceedings between the Board and the employee.</p> <p>Employees must submit to their supervisor a record from the court of the number of days served.</p>
---	---

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PAID HOLIDAYS

ADOPTED: September 17, 2003

REVISED:

<p>1. Guidelines</p>	<p style="text-align: center;">343. PAID HOLIDAYS</p> <p>In accordance with the administrative compensation plan, the high school principal and elementary school principal shall not be required to work on Independence Day, Labor Day, Good Friday, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day.</p> <p>Six (6) additional holidays will be selected by the Superintendent prior to commencement of the school year. In the event the Superintendent deems it to be in the best interest of the district, s/he may modify the additional days provided that modification does not decrease the total number of days granted.</p> <p>Holiday benefits for the Assistant Business Manager, Maintenance Supervisor, and Custodian Supervisor shall be as stated in the agreement between the Clarion-Limestone Area School District and the Clarion-Limestone Educational Support Personnel Association, ESPA, PSEA, and NEA.</p>
----------------------	---

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PROTECTION OF
ADMINISTRATORS

ADOPTED: September 17, 2003

REVISED:

CLARION- LIMESTONE AREA SCHOOL DISTRICT

344. PROTECTION OF ADMINISTRATORS

1. Authority

The Board shall extend full professional support to administrative employees and shall also provide adequate legal and insurance protection commensurate with the responsibilities and risks of the respective positions.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ACCIDENTS AND INJURIES

ADOPTED: September 17, 2003

REVISED:

<p>1. Guideline</p>	<p style="text-align: center;">346. ACCIDENTS AND INJURIES</p> <p>Any administrative employee who is injured while working on school property must file a report of the accident to be eligible for compensation. This report must be submitted to the Superintendent's office within twelve (12) hours after the accident. If the employee is unable to report the accident him/herself, the employee must ask someone else to do it for him/her in order to be eligible for compensation.</p>
---------------------	---

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: WORKERS' COMPENSATION
TRANSITIONAL
RETURN-TO-WORK PROGRAM

ADOPTED: November 20, 2013

REVISED:

	<p style="text-align: center;">347. WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM</p> <p>1. Purpose The purpose of a workers' compensation transitional return-to-work program is the safe, timely return of injured district employees to transitional or regular employment.</p> <p>2. Authority In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and administrative regulations.</p> <p>This policy shall apply only to an employee who meets all of the following conditions:</p> <ol style="list-style-type: none"> 1. Has been injured at work. 2. Is disabled as defined under the state Workers' Compensation Act. 3. Is capable of productive work. 4. Cannot return to his/her pre-injury job for the district with or without reasonable accommodations as a result of his/her work injury. 5. Is expected to be able to return to his/her pre-injury job within a definite period of time. 6. Is being paid workers' compensation disability benefits. <p>An employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:</p> <ol style="list-style-type: none"> 1. Employee cannot perform the assigned lighter duty work.
--	---

347. WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM - Pg. 2

<p>3. Delegation of Responsibility</p>	<p>2. Employee will be unable to return to his/her pre-injury occupation with or without reasonable accommodations within a reasonable period of time.</p> <p>The work that shall be offered to an eligible employee shall be productive work that will advance the interests of the district.</p> <p>The Superintendent or designee shall establish a transitional return-to-work program and develop administrative regulations to implement the Board policy.</p> <p>The Superintendent or designee shall ensure that all district staff responsible for the transitional return-to-work program shall receive periodic training from legal counsel with expertise in the Family And Medical Leave Act, Americans With Disabilities Act, workers' compensation and labor relations. The training shall include information on the interaction of the transitional return-to-work program and applicable laws, contracts and collective bargaining agreements.</p> <p>The Superintendent or designee shall determine if a lighter duty job will be offered to an eligible employee.</p> <p>When the interactive process is going to be engaged in, the Superintendent or designee shall engage the solicitor or special labor counsel.</p>
<p>4. Guidelines</p>	<p>The transitional return-to-work program and Board policy shall be implemented in a manner that does not conflict with applicable laws, contracts or collective bargaining agreements.</p> <p>Nothing in this policy shall be construed as requiring that a lighter duty job be provided to an eligible employee or that the essential functions of any job be eliminated. Lighter duty jobs are intended as a transitional opportunity to assist an injured employee to return to his/her pre-injury occupation with or without reasonable accommodations.</p>

347. WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM - Pg. 3

References:

Workers' Compensation Act – 77 P.S. Sec. 1 et seq.

Family And Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Family And Medical Leave Act, Title 29, Code of Federal Regulations –
29 CFR Part 825

Health Insurance Portability And Accountability Act, Title 45, Code of
Federal Regulations – 45 CFR Part 160, Part 164

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: September 17, 2003

REVISED:

348. UNLAWFUL HARASSMENT	
<p>1. Purpose</p>	<p>The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.</p>
<p>2. Authority Title VI 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681</p>	<p>The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
<p>3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)</p>	<p>For purposes of this policy, harassment of an employee consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance. 3. Otherwise adversely affects an individual's employment opportunities.

<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, sexual harassment of an employee shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Acceptance of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is a term or condition of an individual's continued employment. 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual. 3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of creating an intimidating, hostile or offensive working environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a employee's ability to work or creates an intimidating, hostile or offensive learning or working environment.</p>
<p>4. Delegation of Responsibility</p>	<p>The district shall annually inform students, staff, parents/guardians, independent contractors and volunteers that unlawful harassment of employees will not be tolerated, by means of distribution of written policy and publication in handbooks.</p> <p>The district shall provide training for students and staff concerning all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p> <p>Each employee shall be responsible to respect the rights of district staff and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building principal shall be designated to receive harassment complaints. If the building principal is the subject of the complaint, the complainant shall report the complaint directly to the Superintendent or designated administrator.</p>

<p>5. Guidelines</p>	<p>When an employee believes that s/he is being harassed, the employee should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedures.</p> <p><u>Complaint Procedure</u></p> <ol style="list-style-type: none"> 1. An employee shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the employee of his/her rights and of the complaint process. 2. The building principal immediately shall notify the Superintendent or designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. <p>In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.</p> <ol style="list-style-type: none"> 3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate. 4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur. <p><u>Discipline</u></p>
<p>Pol. 317, 417, 517</p>	<p>A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.</p>
<p>Pol. 218, 233</p>	<p>A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling.</p>
<p>Pol. 317, 417, 517</p>	<p>If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, including termination.</p>

Appeal Procedure

1. If the complainant or accused is not satisfied with the principal's decision, the employee may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: DRUG AND SUBSTANCE
ABUSE

ADOPTED: September 17, 2003

REVISED:

351. DRUG AND SUBSTANCE ABUSE	
<p>1. Purpose</p> <p>P.L. 100-690</p>	<p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by employees, especially as the use relates to an employee's safety, efficiency and productivity.</p> <p>The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.</p>
<p>2. Definitions</p> <p>35 P.S. Sec. 780-101 et seq</p> <p>P.L. 100-690</p>	<p>Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p>Conviction - a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.</p> <p>Criminal Drug Statute - a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p>Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
<p>3. Authority</p>	<p>The Board requires that each administrative employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.</p>

<p>SC 527</p> <p>4. Delegation of Responsibility P.L. 101-226 Sec. 5115</p>	<p>An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district. An employee who is not terminated from his/her employment must certify that s/he has enrolled in and/or completed a drug abuse assistance or rehabilitation program, as a condition for returning to work.</p> <p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Superintendent and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.</p> <p>In the event that any employee violates this policy by possessing, manufacturing, distributing, dispensing or using any controlled substance, or by being convicted of violating any criminal drug statute, s/he shall be suspended from work immediately until such time that a hearing before the Board is conducted to adjudicate the employee's violation of this policy.</p> <p>Grantors of funds shall be notified within ten (10) days after the district receives notice from an employee or receives actual notice of a conviction.</p> <p>The district shall be responsible for taking action within thirty (30) days of receiving notice, with respect to any convicted employee.</p> <p>The district shall take appropriate personnel action against such an employee, up to and including termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.</p> <p>The district shall maintain a drug-free awareness program for its employees which explains:</p> <ol style="list-style-type: none"> 1. Dangers of drug abuse in the workplace. 2. District's policy of maintaining a drug-free workplace. 3. Availability of drug counseling, drug rehabilitation, and employee assistance programs. 4. Penalties that may be imposed for drug abuse violations occurring in the workplace.
---	--

The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

The district shall distribute a copy of this policy to all employees.

School Code
527

35 P.S.
Sec. 780-101 et seq

P.L. 100-690
P.L. 101-226
Sec. 5115

