

4850

Benefits of Specified Staff Not Belonging to Bargaining Unit

Certificated staff members including principals; assistant principals; and districtwide program coordinators, directors, and administrators who are not subject to a collective bargaining agreement (hereafter, "Employee") are eligible for the following benefits either if their contracts do not contain the following provisions or if their contract language is different from the terms of this policy. In circumstances in which contract language varies from the language in this policy, the language most favorable to the employee shall control.

Paid Sick Leave

Employees shall be granted ten (10) paid sick leave days per year and may carry over to the following contract year no more than sixty-five (65) accumulated days. All accumulated sick leave may be used for absences due to illness, injury, or disability of Employee or members of his/her immediate family when such illness, injury, or disability requires the presence of the Employee. Sick leave may also be used for medical and dental appointments or referrals that cannot be scheduled outside contract time for the Employee or members of his/her immediate family.

"Immediate family" shall mean:

Spouse or domestic partner; and your or your spouse's or domestic partner's:

1. Children, step-children, or foster children;
2. Brother, step-brother, sister, or step-sister;
3. Brother or sister-in-law;
4. Parent, step-parent, or guardian;
5. Grandparent;
6. Grandchild;
7. Aunt or uncle;
8. First cousin;
9. Niece or nephew;
10. Son-in-law or daughter-in-law;
11. A "qualifying child" or "qualifying relative" as those terms are defined by the Internal Revenue Service.

"Domestic partner" shall mean a person of the same or opposite sex who: has shared the same regular and permanent residence with you for at least 3 months and has the current intent of doing so indefinitely; is at least 19 years of age; is not married to another person; is not related by blood closer than

would bar marriage in Nebraska; and is financially interdependent or jointly responsible for basic living expenses.

The Superintendent or his/her designee may require verification of the illness, injury, or disability from the health care provider for any sick leave request exceeding five (5) days.

Sick Leave Extension – If needed and with approval of the Superintendent or designee, Employee may be permitted to borrow up to five (5) days sick leave from the following year’s sick leave appropriation for that Employee. If Employee should, for any reason, leave prior to the time when the borrowed sick leave would be repaid, Employee will have the amount of sick leave borrowed and not repaid taken from his/her last pay check at Employee’s per diem rate of pay for each day of sick leave owed to the district. For Employees returning to the system, borrowed sick leave will be subtracted from next year’s sick leave.

Annual Payment for Unused Accumulated Sick Leave – Beginning in the 2023-2024 contract year, employees who have unused accumulated sick leave in excess of the maximum 65 accumulated days at the end of the contract year shall be compensated at a rate of \$100.00 per day for each unused day in excess of the 65-day accumulation limit. Payment will be made by the July payroll.

Payment for Accumulated Sick Leave Upon Severance – For the 2022-2023 contract year, employees who have worked in the district a minimum of fifteen (15) years shall receive payment upon severance of \$75.00 per day for any unused, accumulated sick leave days up to a maximum of 75 days. Beginning in the 2023-2024 contract year, employees who have worked in the district a minimum of fifteen (15) years shall receive payment upon severance of \$100.00 per day for any unused, accumulated sick leave days up to a maximum of 75 days.

Bereavement Leave

Bereavement leave shall be granted for up to four (4) days plus reasonable travel time for each death of immediate family as defined under the Paid Sick Leave provision above. One (1) additional bereavement day may be used annually in the event of the death of any person, including but not limited to, immediate family.

Adopted on: June 12, 2023