

Policy 409.02: Employee Leaves of Absence

Original Adopted Date: 4/9/25

Revised: 8/6/2026

The board will offer the following leave to full-time regular licensed employees and pro-rated basis to part-time employees:

- **Sick Leave** – Leave for medically-related disability or illness or injury to self, child, parent or spouse. Each employee will be allowed 10 days each year. Any unused sick leave days will be carried over to accumulate to 120 days. Any unused sick leave left will not be paid out.
- **Bereavement Leave** – Leave to mourn the loss of the following relatives of the employee: spouse, child or step-child, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, father, mother, parent-in-law, grandparent, or grandchild. Each employee will be granted leave up to 5 days per occurrence.
- **Personal Leave** – Leave to accomplish personal business. Each employee will be allowed 5 days each year. Any unused leave at the end of the year will be paid out. Certified Staff will receive \$100 for full day, \$50 for half day. Classified staff will receive \$50 for full day, \$25 for half day.
- **Jury Duty Leave** – Leave to be excused for jury duty
- **Military Leave** – Leave for military service, including the national guard
- **Political Leave** – Leave to run for elective public office
- **Unpaid Leave** - To excuse an involuntary absence not provided for in other leave policies of the board. This must be authorized by the Superintendent.
- **Professional Leave** - Leave is to improve the quality of student learning. A request for this leave shall discuss how the proposed leave will meet this goal with the principal prior to submission of the leave request. Employees will be granted professional leave at the discretion of the Principal and/or Superintendent.
- Leave for physical recovery to teachers injured due to a student's violent disruption occurring in the performance of the teacher's work duties.

The board will offer the following leave to full-time regular classified employees and pro-rated basis to part-time employees:

- **Sick Leave** – Leave for medically-related disability or illness or injury to self, child, parent or spouse. Each employee will be allowed 10 days each year. Any unused sick leave days will be carried over to accumulate to 120 days. Any unused sick leave left will not be paid out.
- **Bereavement Leave** – Leave to mourn the loss of the following relatives of the employee: spouse, child or step-child, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, father, mother, parent-in-law, grandparent, or grandchild. Each employee will be granted leave up to 5 days per occurrence.
- **Personal Leave** – Leave to accomplish personal business. Each employee will be allowed 5 days each year. Any unused leave at the end of the year will be paid out. Classified Staff will receive \$50 for full day, \$25 for half day.
- **Jury Duty Leave** – Leave to be excused for jury duty
- **Military Leave** – Leave for military service, including the national guard
- **Political Leave** – Leave to run for elective public office
- **Unpaid Leave** - To excuse an involuntary absence not provided for in other leave policies of the board. This must be authorized by the Superintendent.
- **Professional Leave** - Leave is to improve the quality of student learning. A request for this leave shall discuss how the proposed leave will meet this goal with the principal prior to submission of the leave request. Employees will be granted professional leave at the discretion of the Principal and/or Superintendent.

The provisions of each leave offering will be detailed in the Employee Handbook. Employees that have a 260 day contract, the leave will be listed in their contracts.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

Legal Reference: 29 U.S.C. §§ 2601 *et seq.*
Pub.L. 116–127
29 C.F.R. §§ 825; 826.
Iowa Code §§ 20; 29A; 55; 85; 216; 279.40; 607A.
Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).
Bewley v. Villisca Community School District, 299 N.W. 2d 904 (Iowa 1980).

I.C. Iowa Code	Description
Iowa Code § 20	Collective Bargaining
Iowa Code § 216	Civil Rights Commission
Iowa Code § 279.40	Directors - Powers and Duties-Sick Leave
Iowa Code § 29A	Military Code
Iowa Code § 55	Leaves for Public Service
Iowa Code § 607A	Juries
Iowa Code § 85	Workers Comp
U.S.C. - United States Code	Description
29 U.S.C. §§ 2601	Labor - FMLA
C.F.R. - Code of Federal Regulations	Description
29 C.F.R. §§ 825	Labor - FMLA
Case Law	Description
Bewley v. Villisca CSD	299 N.W. 2d 904 (Iowa 1980)
Whitney v. Rural ISD	232 Iowa 61, 4 N.W.2d 394 (1942)
Cross References	
Code	Description
401.09	Employee Political Activity
403.02	Employee Injury on the Job
403.06	Drug and Alcohol Testing Program
403.06-E(1)	Drug and Alcohol Testing Program - Notice to Employees
403.06-E(2)	Drug and Alcohol Testing Program - Pre-Employment Testing Acknowledgment Form
403.06-E(3)	Drug and Alcohol Testing Program - Written Consent to Share Information
409.03	Employee Family and Medical Leave
409.03-R(1)	Employee Family and Medical Leave - Regulation
409.03-R(2)	Employee Family and Medical Leave - Definitions
409.03-E(1)	Employee Family and Medical Leave - Notice to Employees
409.03-E(2)	Employee Family and Medical Leave - Request Form
706.03	Reduction in Employee Pay
706.03-R(1)	Reduction in Employee Pay - Regulation