

Absences for Disability, Jury Duty or Religion and Arrangements for Substitutes (C-6)

An employee shall retain employment health insurance rights with the district for eighteen calendar months after the employee became eligible for payments under the district's long-term disability income protection program. Employees not covered by the district's long-term disability income protection program shall retain employment health insurance rights for nineteen calendar months after being disabled. An employee shall be allowed to continue applicable insurance benefits if he/she chooses from the date of disability through the next full calendar month but not to exceed two full calendar months, after which the employee would assume the full cost of insurance under COBRA. An employee on an approved FMLA leave will be allowed to continue health insurance benefits as provided by law.

Employees summoned for jury duty shall be excused from their regular duties for such time as necessary. No reduction in salary shall occur because of jury duty, except that the stipend received for such duty shall be signed over to the district.

The school calendar provides for two days for the Christian holidays of Christmas Day and Good Friday. Employees of other than the Christian faith shall be allowed up to two days' leave for observance of their faith, provided that such time is made up. No other leave shall be allowed, except that if an employee must attend a religious function, the employee may request leave without pay. The employee shall furnish written verification from appropriate religious authorities that the employee's attendance is a necessity and that nonattendance would subject the employee to disciplinary action equivalent to expulsion, excommunication or denial of the sacraments.

Arrangements for substitute teachers shall be made through the substitute teacher coordinator. The coordinator shall select substitutes from the master list of available substitute teachers provided by the district office. Substitute teachers who are not on the list shall not be hired without prior approval of the assistant to the superintendent. Regular teachers shall notify their building principal as soon as possible regarding any anticipated absence. This shall be done for each day of absence. It shall be the responsibility of the absent teacher to see that the substitute teacher is furnished with detailed directions for carrying forward the instructional program.

Adopted: September 3, 1998

Revised: April 7, 2008