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EMPLOYEE REQUEST FOR PERSONAL DAY / UNPAID TIME OFF

The request for time off immediately prior to or after a school recess period or holiday break will be considered for special circumstances. Approval of these requests is not based on the necessity of a substitute as all employees are essential to the success of our students. We do advise employees to plan accordingly and to purchase insurance for all travel plans made prior to receiving a response.

TO BE COMPLETED BY THE EMPLOYEE:

Employee Name: _____

Position: _____

School / Division: _____

Phone: _____

Email: _____

Unpaid Time off Date(s) Requested: _____

Reason For Request (please be specific):

The undersigned agree to the terms of this request for time off as outlined in the District's Leave of Absence policy for the request for Unpaid Time Off.

Employee Signature: _____ Date: _____

TO BE COMPLETED BY THE SUPERVISOR:

APPROVED UNPAID APPROVED PERSONAL DAY NOT APPROVED

Site Supervisor Deductive Reasoning for Decision:

The undersigned agree to the terms of this request for time off as outlined in the District's Leave of Absence policy for the request for Unpaid Time Off.

Site Supervisor: _____ Date: _____

Please forward the completed form to Melissa Beck at beckmel@sdmfschools.org.

SCHOOL DISTRICT OF MENOMONEE FALLS

Personal Leave

Employees shall be entitled to up to two (2) days of personal leave each employment year and shall not be cumulative. Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday. Personal leave days shall **NOT** be used to extend a holiday, vacation, or school recess period unless prior approval is granted by Human Resources. For school-based staff, personal leave days will typically not be granted during the first or last week of a semester, on a parent-teacher conference day or on an in-service day. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the Human Resources Department. In addition, personal leave shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

Requests for approval of Personal Leave shall be entered in Skyward (Time Off) and shall be made as far in advance as possible, normally not less than ten (10) days. Administration has the right to approve or disapprove all requests. It is at the District's discretion as to how many employees will be granted leave on any particular day in order to meet District needs. An employee may request to borrow one (1) personal leave day from the upcoming year if unforeseen circumstances occur, subject to approval of Human Resources. Should the employee terminate its employment prior to upcoming year, the employee is required to repay the District for the personal day. If the District is unable to meet student needs, the District may cancel prior approved personal leave.

Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work.

Personal Leave may be allowed in the same increments as all paid leave, in one-half (1/2) or whole day increments.

Leaves of Absence

Any unpaid leave of absence for any reason beyond those covered by Family Medical Leave Act (FMLA), may be granted at the discretion of the District. A formal request and circumstances for the leave must be sent to Human Resources as soon as the need is known but no less than twenty (20) days in advance of the unpaid leave. A leave of absence may be obtained for a variety of employee-requested reasons and will be granted based on an individual's circumstances and the needs of the District. An unpaid leave of absence shall **NOT** be used for vacation, extend a holiday, or school recess period. Special consideration may be given to Non-12 month Employees for events that cannot be scheduled during non-work periods. Leaves for special circumstances shall be limited to three (3) unpaid, work days occurring in a rolling three consecutive school year period. Criteria considered for approving leave shall include the employee having an attendance rate of 95% or better, excluding FMLA, and the employee's performance is meeting expectations. The duration of the leave will be at the discretion of the District and will be determined on an individual's circumstances and the needs of the District.

When a person has exhausted all paid time off and all FMLA, if applicable, they will be placed on COBRA and expected to pay the entire cost of the employee's benefits subject to the approval of the Health plan and all applicable vendors. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave. Unpaid medical leave, the term of such leave and participation in insurance programs under this section outlined above shall run concurrently with any leave(s) and benefits provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

A failure to return after expiration of the leave will be considered a voluntary resignation of the employee's position with the District. It will also constitute a waiver of any and all rights to further employment by the District. Upon return from any leave of absence, the District reserves the right to assign the employee to a position equivalent in terms of percentage of contract or prior position assignment, unless the employee's percentage of contract or prior position assignment was reduced or increased due to nonrenewal or reduction in force, whichever is applicable. If the employee is taking the leave of absence for a medical reason for themselves, the employee will be eligible to return to work once he/she is physically able, provided: 1) the employee has indicated their intent to return, and 2) the employee has provided his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to confirm or refute the employee's physician's certification. The District shall cover all costs associated with a second certification.

During an approved leave of absence, if the employee was on the health, dental and vision insurance he/she will be provided the option of purchasing the District COBRA health insurance.