

## 11.4 Paid Leave

### A. Bereavement leave

- a. All employees who suffer a death in their immediate family may have a paid leave for five scheduled work days for each death of an immediate family member. For purposes of this policy an employee's immediate family is defined to include the employee's current spouse, domestic partner, child, parent, sibling, grandparent, grandchild of employee, or child, sibling, parent or grandchild of employee's spouse or domestic partner. Employees must take this leave within a seven consecutive day period and will be paid only for days and hours they were scheduled to work.
- b. If an employee requires more than five days off for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued vacation time at the discretion of the General Manager.

### B. Court Duty

- a. The District will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The District will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order.
  - i. While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete their remaining normal workday.
  - ii. An amount equal to the total compensation, except expenses and mileage, received from the courts will be deducted from the employee's salary; or, if preferred, the employee may turn in to the District all such compensation received and draw full pay during jury duty.

### C. Family and Medical Leave

- a. The purpose of this policy is to clarify how the IVCS D will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of a contract or MOU with a union and/or employee association shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA.
- b. Eligibility. To be eligible for leave under the FMLA, an employee must have:
  - i. Eligible employees will be provided with up to 12 weeks of paid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse.
- c. Employees who are unable to perform the functions of their position because of a serious health condition will be entitled to 12 weeks of unpaid leave.
  - i. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

- d. Employees on leave who were previously covered by IVCSD's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.
- e. At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. The IVCSD may also require the employee to obtain medical certification that they are able to resume work.
- f. If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide the general manager with at least 30 days notice. If the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the division manager with as much notice as possible.
- g. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30 days notice, or with as much notice as practicable.
- h. Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition.
- i. Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition.
- j. Intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. Employees seeking to take their leave intermittently or on a reduced-leave schedule may do so given approval by the General Manager.

#### D. Sick Leave

- a. A full-time regular employee begins to accrue paid sick leave at the rate of eight (8) hours of paid sick leave per month beginning on the first day of employment with the District to be paid at the employee's current rate of pay. Employees will begin employment with twenty four (24) hours of sick leave.
- b. All other employees who are not full-time will accrue paid sick leave on a pro-rata basis.
- c. An employee can only accrue paid sick leave up to a cap of 168 hours of sick leave. Sick leave does not accrue once the cap is reached, but accrual begins again when accrued sick leave drops below this cap. Any unused accrued paid sick leave carries over year to year while continuously employed.
- d. An employee may use accrued paid sick leave for one of the following reasons:
  - 1. The diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member; or to attend legal proceedings, or to obtain medical treatment, counseling or other survivor's services for domestic violence, sexual assault, or stalking.
  - 2. A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco

parentis when the employee was a minor child), a spouse or domestic partner, a grandparent, grandchild and sibling.

- e. An employee shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g. doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.
- f. Upon resignation or termination of employment for any reason, employees will not be paid for unused sick leave that has been earned through the last day of work at their current rate of pay.

## **11.5 Holidays & Vacation**

### **A. Holidays**

- a. IVCSD offices shall be closed and full-time employees given paid time off on the following Federally Observed Holidays:
  - i. New Years Day
  - ii. MLK's Birthday
  - iii. President's Day
  - iv. Memorial Day
  - v. Independence Day
  - vi. Labor Day
  - vii. Indigenous People's Day (known as Columbus Day Federally)
  - viii. Veterans' Day
  - ix. Thanksgiving Day
  - x. Christmas Day
- b. The District shall observe a Winter Recess (December 24-January 1). Employees wishing to work during the recess may clear their request with the General Manager and reallocate the days to another approved period of the year.
- c. When a Federally Observed Holiday falls on a Saturday, it is observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday.
- d. The IVCSD further recognizes that official US holidays may not accurately reflect occasions of cultural or personal importance for all employees. Accordingly, all full-time employees are granted two paid cultural holidays every year.
  - i. Cultural holidays may be taken for any culturally valued occasion and should be scheduled as far in advance as possible with the General Manager. Should the General Manager wish to schedule a cultural holiday it should be scheduled as far in advance as possible with the President of the Board of Directors.
  - ii. Cultural holidays are allocated on an annual basis and do not carry over from one year to the next.

### **B. Vacation**

- a. Vacation time off with pay is available to full time employees to provide opportunities for rest, relaxation, and personal pursuits. Employees planning to take more than three consecutive days of vacation time should seek approval from the General Manager as soon as possible.
  - i. The General Manager shall schedule vacation time as far in advance as possible with the President of the Board of Directors. Vacation time scheduled by the General Manager shall be subject to a vote of the Board of Directors for approval.
- b. One day of paid time off is equivalent to eight hours of work at the employee's current rate of salary.
  - i. IVCSD employees shall annually accrue 15 days of paid time off. These 15 days are allocated as a lump sum upon being hired and January 1st of every subsequent year of employment.
  - ii. IVCSD-observed holidays falling within an employee's authorized leave period shall not be charged as vacation time.
  - iii.
- c. To ensure that employees take regular time off to recharge, a maximum of 30 days of vacation time may be accrued. When employees use paid vacation time and bring the available amount below the cap, vacation accrual will begin again.
- d. Paid vacation is intended as an aid in maintaining the long-term and consistent health and contentment of IVCSD employees. As such, pay in lieu of vacation time away from work shall not be permitted. [Cameron Parks]
- e. The IVCSD recognizes that vacation time spent fighting serious illness or debilitation fails to provide the degree of rest and relaxation that vacation is designed to provide. As such, an employee who becomes ill while on vacation and desires to claim sick leave rather than vacation may make such a request as soon as possible after they desire sick leave compensation to begin. Such requests are subject to approval by the General Manager or, if the General Manager is the employee submitting the request, by the President of the Board of Directors.
  - i. Upon resignation or termination of employment for any reason, employees will be paid for unused vacation time that has been earned through the last day of work at their current rate of pay.