SUPPORT PERSONNEL LEAVE

The term “day” in regard to sections 5.A.1., 5 A.2., 5.B., and 5.F. shall be equivalent to working day of employee.

A. Sick Leave

A.1 As stated in Senate Bill #217, Section D, all support employees shall be entitled to paid sick leave of at least one (1) working day per working month, not to exceed twelve (12) working days per year, accrued monthly. Employees may use only sick leave, which is accumulated. Unused sick leave shall be accumulated from year to year as long as the employee remains continuously in the system not to exceed 200 days provided the maximum sick leave credit shall be reduced by one (1) day for every day that the employee is absent for reasons covered by the sick leave policy. Record keeping shall also be converted to an hourly basis. Doctor’s statement may be required by supervisor to receive paid sick leave.

A.2 Two (2) days per year may be used for serious illness in the family of the first or second degree relationship as defined under “Death in Family” section.

A.3 Payment, upon retirement (qualified by drawing either teacher retirement or social security) for employees hired before July 1, 2016, for all unused sick leave days not to exceed 200 (as of July 1, 2016, those with more will be grandfathered in with their total) to be calculated as follows: $37.50 per day, for days earned in the district for unused sick leave.

A.4 If employed more than five (5) years and before July 1, 2016, upon death, the estate of the deceased will be paid $37.50 per day for the employee’s sick leave days not to exceed 200.

B. Death in Family

An employee may be absent without loss of pay for five (5) days for each death of spouse/child, three days for reason of each death in the family of first or second degree relationship (guardian, mother, father, brother, sister, grandchildren, grandparents and corresponding relatives of spouse) not to exceed fifth teen (15) days a year. The three (3) – five (5) day family death limitation shall be extended to five (5) – seven (7) days when distance for travel becomes a factor. One-day absence without loss of pay but chargeable to sick leave may be granted upon the death of members of the family other than first or second-degree relation (aunt, uncle, niece and nephew). This type of leave must be taken within two weeks of the death at issue.
C. Professional Duties

Absence without loss of pay to the employee may be granted by the supervisor, upon the approval of the superintendent, for professional duties.

MESPA will be granted up to six (6) professional duty days to be used for association business as needed. These days must have prior approval by the MESPA President and substitute cost (if necessary) will be paid by the Board.

D. Civic and Community Activities

Leave without loss of pay to the employee to participate in civic and community activities may be granted by the supervisor, upon the approval of the superintendent, when such leave has a direct relationship to the school and/or the educational welfare or is designed to contribute to better school-community relations.

E. Jury Duty

School employees, like other good citizens, are expected to serve on juries when summoned. When absence for such duty has been made and a substitute is required, this substitute will be paid by the Board of Education. When the employee has been reimbursed for jury duty by the court, he will endorse the warrant and bring or send it to the School Treasurer. In this way the employee will have received his full salary and the Board of Education is partially reimbursed for the substitute’s pay for the lost service of the employee.

F. Personal or Legal Business

Muskogee School District shall provide for all support employees a minimum of three unrestricted days for personal business leave upon the request of the employee, with prior approval when possible. Personal business leave may not be used on the day before or after a holiday, the first or last instructional day, the working day before and after Christmas break, the working day before and after Thanksgiving break, the working day before and after spring break, the first or last contract day except in cases of extreme emergency and/or approval by the building principal and director.

Personal Business Days should be taken prior to the last payroll cutoff date of employees’ contract year. Personal Business leave cannot be used for other employment.

The Board agrees to pay the cost of the three (3) personal business days. Unused personal business days will be paid at the rate of $50.00 per day.

G. Disaster

Leave without loss of pay may be granted at the discretion of the superintendent for absences caused by disaster to an employee’s personal property or for other unusual or unavoidable circumstances of hardship.
In the event of lost time caused by an assault on an employee, emergency leave may be granted for the first three days or part thereof not covered by workers’ compensation.

H. Vacation

A twelve (12) month employee shall accrue ten (10) days per year vacation at the rate of eighty-three percent (.8333) of a day per month up to the completion of five (5) years or sixty (60) months of continuous employment, at which time the employee will accrue vacation time at the rate of one and one-quarter (1.25) days per month not to exceed fifteen (15) days per year. Twelve (12) month support employees having eleven or more years shall accrue one and one-half (1.5) days per month vacation. Twelve (12) month support employees having sixteen (16) or more years shall accrue one and two-thirds (1.66) days per month vacation. Vacation time must be taken in the year it is accrued. There shall be no accumulation of vacation time beyond 20 days. Vacation should be taken during the period school is out for the summer, unless otherwise recommended by the supervisor and approved by the Superintendent. In the event an employee, due to special circumstances, needs to take his/her vacation at times other than outlined in this agreement, he/she may request a revision to their immediate supervisor and the Superintendent of Schools for consideration.

I. Leave of Absence

An employee who has worked for the school system for three (3) consecutive years may request an unpaid leave of absence. Unpaid leaves of absence may be granted upon the discretion of the Board of Education for one (1) year and may be extended for an additional year for the following reasons: (a) maternity, (b) military service (including reserve duty training), (c) caring for sick member of immediate family, (d) personal illness, (e) obtaining education or training relating to the position held in the school system.

Upon completion of the term of the leave of absence, the employee will be returned to the position previously held or a comparable position if available. The employee will retain all seniority status in place at the time of the leave of absence.

J. Family Medical Leave – See Family and Medical Leave Policy.

K. Other – No approvable excuse or reason for absence. A full day’s pay will be deducted for each day’s absence.

L. Transfers - Staff, who are transferred between sites will be given three (3) days to move.

Source: Negotiated Agreement Between Muskogee Education Support Personnel Associates and Muskogee Board of Education District I-20 dated August 16, 2017

Epidemic Leave

Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment.
for the type of services performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.