Article 13: Leaves

13-1 Approved leaves referred to in this article will not be considered an interruption of employment. A leave of absence will not be credited for contract or salary advancement unless the educator works at least 90 workdays in the educator contract year, or one full semester in the same school year the leave was taken.

13-1-1 The District will not unlawfully discriminate, take adverse action, or retaliate against any educator for taking, attempting to take, or supporting taking leave in accordance with this article, filing a complaint or informing any person about an alleged violation of the provisions of this article, or participating in an investigation, hearing, or proceeding related to such matters.

13-1-2 For the purposes of this Article, the following definitions will apply:

13-1-2-1 The term “family member” means a member of the educator’s immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the educator stands in loco parentis or a person who stood in loco parentis to the educator when the educator was a minor, or a person for whom the educator is responsible for providing or arranging health or safety-related care.

13-1-2-2 The term “public health emergency” means (A) an act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly infectious agent, for which (1) an emergency is declared by a federal, state, or local public health agency, or (2) a disaster emergency is declared by the Governor; or (B) a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the Governor. A public health emergency is “declared” by any initial, amended, extended, restated, or prolonged declaration of an emergency that meets this definition.

13-1-3 Educators who are active in the system will be eligible to receive any stipends which they are owed per Article 17.

13-2 Family and Medical Leave Act (FMLA)

13-2-1 Pursuant to the Family and Medical leave Act of 1993 (FMLA), the District is required to provide up to twelve (12) weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. In addition, the District is required to provide up to twenty-six (26) workweeks of unpaid, job-protected leave to eligible employees to care for a family member who is a current service member with a serious injury or illness. (See U.S. Department of Labor, Wage and Hour Division, Fact Sheet # 28 through 28N.) Any FMLA entitlement will run concurrently to any leave provided by this contract.

13-2-2 Benefits during FMLA leave will be provided to eligible and enrolled employees in accordance with the provisions outlined in this article.

13-2-3 The District will require a return to work certification as a condition of an educator's return to work following FMLA if the educator was taking leave for their own qualifying medical reason.

13-3 General (Sick and Personal) Leave

13-3-1 The District and the Association intend for the provisions in this article to provide educators with equivalent or more generous paid leave than required by state and federal law.

13-3-1-1 The District affirms its commitment to providing educators with increased flexibility in the use of their leave. While the goal is to reflect all leave as general leave in support of this commitment, the current Enterprise Resource Planning (ERP) system does not allow for this functionality. As such, until the implementation of the new ERP system, leave will continue to be reflected as sick and personal leave in system records.

Notwithstanding the system limitations, educators shall retain the ability to use their leave as general leave in accordance with the terms outlined in this Article. The District and the JCEA share the goal of transitioning fully to the language and system use of general leave no later than the fall of 2027. JCEA will be notified of any adjustments to this implementation timeline. These adjustments will not impact an educator's ability to use leave in the flexible manner described herein.

13-3-2 Educators will earn a total of eleven (11) days per contract year. Seven (7) of these days will be designated sick days and four (4) days will be designated as personal days. Five (5) days of sick leave and two (2) personal days will be allocated at the start of each contract year and no later than September 30. The remaining two (2) days of sick leave and two (2) personal days will be allocated at the midpoint of each contract year and no later than January 31. If an educator is in less than full-time (1.0 FTE), their leave will be accrued on a prorated basis.

13-3-2-1 General (sick and personal) leave will be provided and administered in accordance with the rules below:

A. Leave days are available to the educator to use for their own or a family member's illness, to obtain medical care, or for personal use.
B. The educator will make every effort to notify the building principal at least 24 hours in advance of the planned leave unless due to illness or an unforeseen emergency.

C. Planned leave for a reason other than their own or a family member's illness that extends more than 2 days will require prior notification to the principal and include the nature and duration of the leave.
D. If an educator takes paid leave for greater than seven (7) calendar days, the District may request reasonable documentation to confirm that the leave was for a qualifying reason. While documentation is not required to initiate leave, it must be submitted as soon as reasonably possible upon the educator's return to work. Additionally, the District may require a return-to-work certification as a condition of resuming duties following paid leave.
E. When an absence for personal illness or injury extends beyond seven consecutive calendar days, the educator ~~must~~ may apply for Short-Term Disability ~~FAMLI~~ and the District may require a return to work certification. ~~may use FAMLI or accrued general leave.~~ **Return to original language**
F. Educators will, to the extent possible, schedule leave to minimize the impact on classroom instruction. Leave will not be permitted on workdays preceding or following holidays, major breaks (more than 2 contact days in a row) or professional learning days unless approved in advance by the building or department administrator, except in cases of emergency or when the leave is required to care for their own family members' illnesses, or to obtain medical care.
G. The educator will ensure that complete and thorough lesson plans are provided and that all necessary professional preparations are made in advance of all planned absences.
    a. In the event of any extended absence, the educator will not be required to submit daily lesson plans. The guest teacher will be provided the curriculum and will create the daily lesson plans with help of the building administrators, building instructional coach, or TOSA. Moved from 13-18
H. The transition to general leave is intended to provide educators with greater flexibility while maintaining the professional expectations and operational needs of the District. General leave is not intended to serve as vacation leave. However, it is recognized that there may be rare and significant personal life events – such as weddings, graduations, family reunions, or other important life events – that may warrant an exception. In such cases, educators may request advance approval from their supervisor. Approval will be considered on a case-by-case basis, taking into account the nature of the request and the operational needs of the school or department.

I. Educators general (sick and personal) leave balances will be accrued and carry over from year to year without limit.
J. Any educator who works a minimum of 90 days in a school year, or one full semester in the same school year the leave was taken, will maintain their full accrual of eleven (11) general (sick and personal) leave days.
K. If an educator resigns or is dismissed prior to the end of the contract year, the educator will be docked for leave taken above the time earned through service.
L. When an educator has recorded accrued general paid leave for an individual day(s) that is subsequently designated as a District-paid closure day, the leave shall be converted to MISC leave.The educator is responsible for ensuring their timesheet reflects the appropriate designation. This provision does not apply to educators who are out on a continuous, long-term paid leave of absence. ~~receiving wage replacement benefits when converting such leave would conflict with the requirements of the applicable benefit program.~~ ~~Employees who are on approved paid leave on the date of a District-designated paid closure day shall have the corresponding leave day credited back to the accrued leave balance.~~

13-3-3 Annual Review of Leave Utilization

The District and the JCEA agree to annually review the total amount of educator leave requested and used under the provisions of general leave prior to the start of each bargaining cycle. If educator absences for general (sick and personal) leave increase by more than 15% compared to the average of the previous three (3) years, the parties agree to renegotiate the general leave provisions, including their scope and implementation, through collective bargaining. An average of the previous three (3) school years will be used as a baseline for the review.

13-3-4 Reimbursement of Unused Sick and Personal Leave - **Return to original language**

When an educator resigns or retires and has at least twenty (20) years' service in the District, they will receive a payout for a portion of unused general (sick and personal) leave as outlined in the Employee Handbook.

~~13-3-4 Short-Term Leave Payout: Eligible educators who use 3 or fewer general leave days by January 15 each year may "trade in" leave days for a payout according to the following schedule. Educators will be paid using the per diem guest teacher rate.~~

~~Total Banked Hours~~	~~Trade in maximum~~
~~176~~	~~16 hours~~
~~264~~	~~32 hours~~
~~352~~	~~48 hours~~

~~13-3-5 Reimbursement of Unused General (Sick and Personal Leave). After fifteen (15) years' twenty (20) years of service, at retirement or resignation, educators will receive a payout for a portion of unused general (sick and personal) leave as outlined in the Employee Handbook, per the schedule below for years of completed service:~~

- ~~15 - 19 years: 460 hours~~
- ~~20 - 24 years: 660 hours~~
- ~~25 or more years: 860 hours~~

All end of career leave payouts will be PERA includable.

13-4 Safe Leave - **Return to original language**

Jeffco Public Schools acknowledges that educators may be victims of domestic violence, stalking, or sexual assault/abuse. In recognition of the sensitive and serious nature of these situations, educators will be entitled to take up to 80 hours of Safe Leave as reasonably necessary for the following purposes.

A. Safety Planning and Legal Proceedings: Employees may take reasonable leave to engage in safety planning, obtain legal assistance or participate in legal proceedings related to domestic violence, stalking, or sexual assault/abuse.
B. Medical and Counseling Services: Employees may take reasonable leave to seek medical or psychological treatment or counseling related to domestic violence, stalking, or sexual assault/abuse that is not covered by FMLA.
C. Court Appearances: Employees may take reasonable leave to attend court proceedings related to domestic violence, stalking, or sexual assault/abuse.
D. Relocation: Employees may take reasonable leave to relocate or make arrangements to secure their safety or the safety of their dependents due to domestic violence, stalking, or sexual assault/abuse.

13-4-1 Educators can elect to use accrued general (sick and personal) leave when taking Safe Leave. If an educator does not have available general (sick and personal) leave, the hours may be taken unpaid.

13-4-2 An educator who takes leave for four or more consecutive work days under this provision may be required to provide reasonable documentation verifying their need for leave under this provision, such as a court order, police

report, medical certification, or statement from a qualified professional. This information will be provided directly to the Leaves department and kept confidential.

13-4-3 ~~1~~ When an educator takes Safe Leave as a victim of domestic violence, stalking, or sexual assault/abuse ~~the use of paid leave taken under this section is foreseeable~~, they ~~educator~~ will provide as much advance notice as possible and make a reasonable effort to schedule said leave in a manner that does not unduly disrupt the operations of the school or department. In cases of emergency or imminent danger, employees may request leave without prior notice. ~~Safe Leave will be administered in accordance with the Colorado FAMLI Act.~~

13-5 Public Health Emergency Leave

13-5-1 In addition to the paid general (sick and personal) leave set forth in this article, on the date that a public health emergency is declared in the state of Colorado, the District will comply with the directives and policies outlined in the declaration, including the requirements of state and federal law.

13-5-2 During the entire duration of a public health emergency (the time between the date on which the emergency is declared and four weeks after the date of the official termination or suspension of the emergency declaration), an educator may use both (a) the paid general (sick and personal) they have accrued in their bank prior to the declaration of the public health emergency and (b) the amount of supplemental paid leave provided to the educator on the date of the declaration of the public health emergency, for any of the qualifying reasons:

13-5-2-1 Self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;

13-5-2-2 Caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;

13-5-2-3 A determination from a local, state, or federal public official or health authority that an educator or a member of the educator's family for whom the educator cares poses a risk to the health of others;

13-5-2-4 Caring for a family member when the family member's school or place of care has been physically closed due to a public health emergency; or

13-5-2-5 An educator's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

13-5-3 The District will not require documentation for the use of paid general (sick and personal) leave during a public health emergency.

13-6 Short and Long-Term Disability Benefits ~~Colorado Family and Medical Insurance Program (FAMLI)~~ - **Return to original language**

~~13-6-1 Beginning September 1, 2026, the District will participate in the state FAMLI Leave program. The private insurance short term disability plan will be discontinued. Information about FAMLI will be sent to employees over the summer and there will be informational sessions held at work sites in the new school year.~~

13-6-1 For personal illness greater than seven (7) consecutive calendar days, the educator ~~must~~ may apply for Short-Term Disability (STD) benefits. Short-Term Disability (STD) benefits will be payable in accordance with the insurer's policy. Educators who are unable to return to work at the conclusion of the Short-Term Disability period may have access to additional leave on a case-by-case basis.

13-6-2 When receiving Short-Term Disability benefits, the educator's accrued general (sick and personal) leave will be used to supplement the approved benefit provided through the District's short-term disability plan, not to exceed base pay. Once all available leave accruals have been exhausted, enrolled employees may apply to utilize days from the sick leave bank in accordance with Appendix D. ~~When an educator is on paid family and medical leave (FMLA), or other qualifying leave, and receiving wage replacement under Colorado's Family and Medical Leave Insurance program, the employee may use their accrued leave balances to compensate for the difference between their full salary and the amount of their benefit received through the Paid Family and Medical Leave program.~~

13-6-3 Educators who are on an approved leave of absence may elect to utilize general (sick and personal) leave at 100% for personal illness extending beyond seven (7) consecutive calendar days in lieu of payments through ~~FAMLI~~ STD. ~~provided they have a sufficient balance to cover the anticipated duration of the leave. The educator must have an approved claim as determined by the STD carrier, and must submit a written request to their Manager, and Employee Leaves, to use their general (sick and personal) leave in lieu of payments made through the STD carrier the Colorado FAMLI office. The sick leave bank is not available to be used in this case.~~

13-6-4 Long Term Disability payments will be payable in accordance with the insurer's policy. Nothing in this Agreement will prohibit the insurer from adjusting any overpayments in accordance with the terms of the policy, even if the District is at fault for such overpayment.

13-6-5 Job protection while an educator is on leave will end at the conclusion of an approved leave, in accordance with applicable laws. ~~FAMLI benefit leave Short-Term Disability or the FMLA period, whichever is longer.~~ **Return to original language**

~~13-6-6 All employees shall have all the rights provided in the Colorado Family and Medical Leave Insurance Act (FAMLI), including, but not limited to, the following provisions:~~

~~i. An employee shall have the right to take paid leave, and to receive family and medical leave insurance benefits while taking such leave, if the employee meets the requirements to take such benefits pursuant to the Paid Family and Medical Leave Insurance Act and meets one of the following requirements:~~
~~1. Because of birth, adoption or placement through foster care, is caring for a new child during the first year after the birth, adoption or placement of that child;~~
~~2. Is caring for a family member with a serious health condition;~~
~~3. Has a serious health condition;~~
~~4. Because of any qualifying exigency leave;~~
~~5. Has a need for safe leave.~~
~~ii. An employee shall have the right to take paid leave, and to receive family and medical leave insurance benefits while take such leave, for up to 12 weeks unless the employee has a "serious health condition related to pregnancy complications or childbirth complications," as defined by 8-13.3-503(19), C.R.S., which allows for an additional four (4) weeks for a total of 16 weeks.~~
~~iii. In the event that leave under the Act and these provisions is foreseeable, an employee shall provide notice to the District not less than 30 days before the start date of the leave. If not foreseeable, an employee shall provide notice as soon as practicable.~~
~~iv. An employee shall not be required to use or exhaust any accrued paid or special leave prior to or while receiving family and medical leave insurance benefits.~~

~~13-6-7 Human Resources will provide an estimate of wages that will be deducted while receiving FAMLI and the impact of an educator's summer pay.~~

13-6-~~6~~8 Upon request, the District will educate employees on use ~~of the Colorado FAMLI act leave program. Assigned and trained personnel will provide information on processes, procedures, and assist employees in enrollment. In addition, information such as a benefits/leaves flow chart will be shared on the district website, when an employee applies for leave, at New Educator Induction, and during the benefits and leaves open enrollment period each year. An option of in-person benefits counseling will be provided and employees will be given an estimate of how leave will affect their pay.~~ of Short-Term Disability (STD). In addition, the District will ensure there are accessible resources available

regarding Short-Term Disability (STD) benefits. In-person benefits counseling will be provided to assist employees in planning their leave time, if requested. Assigned personnel will respond to questions and/or requests within five (5) calendar days.

~~13-6-6-8 Upon request, the District will educate employees on use of Short-Term Disability (STD). In addition, the District will ensure there are accessible resources available regarding Short-Term Disability (STD) benefits. In-person benefits counseling will be provided to assist employees in planning their leave time if requested. Assigned personnel will respond to questions and/or requests within five (5) calendar days. of the Colorado FAMLI act leave program. Assigned and trained personnel will provide information on processes, procedures, and assist employees in enrollment. In addition, information such as a benefits/leaves flow chart will be shared on the district website, when an employee applies for leave, at New Educator Induction, and during the benefits and leaves open enrollment period each year. An option of in-person benefits counseling will be provided and employees will be given an estimate of how leave will affect their pay.~~

13-6-7 Even though the District is a local government employer that has opted out of FAMLI, an educator still has the right to self-select coverage under FAMLI. If an educator chooses to opt into FAMLI, the educator must commit to reporting wages and paying premiums as defined by the plan's guidelines and register in My FAMLI+ as an employee of an opted-out local government employer in order to submit wage reports and pay premiums.

13-7 Association Leave

13-7-1 Educators who are designated as official representatives by the Association for the purpose of supporting District work as a committee member on committees identified by this Agreement, or to participate in bargaining sessions may take Association Leave. Educators who need to attend a grievance meeting that cannot be scheduled outside of the school day will be eligible for Association leave. They will submit a leave form to their principal and the guest teacher costs will be covered by the District.

13-7-2 Attendance at JCEA, CEA, and NEA events will be requested through a leave form submitted at the building level and approved by the building administrator and the JCEA President. Applications must be made at least five (5) school days in advance of the request. Approval for such leave will not be denied for arbitrary or capricious reasons. In the event the leave is denied, the educator may appeal the decision to the applicable Community Superintendent whose decision will be final. JCEA will reimburse the guest teacher costs if a guest teacher is required.

13-8 Bereavement Leave

13-8-1 Educators may request up to four (4) days of leave for each instance of the death of an immediate family member. The definition of immediate family includes husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, sister, sister-in-law, brother, brother-in-law, grandparents, grandchildren, domestic partner or any partner or relative living in the immediate household of the employee.

In cases in which additional time for travel or other extenuating circumstances indicate a need for additional leave, the supervisor will approve two (2) additional days of leave. Additional days may be granted, if needed.

13-8-2 A notice of bereavement leave will be made to the immediate supervisor as soon as practicable.

13-8-3 The first two (2) days of each instance will be considered bereavement leave with full pay. Any additional days will be charged against accrued general (sick and personal) leave, whichever the educator elects. If an educator does not have leave balances available, the days may be taken unpaid. Such days need not be taken in consecutive order.

13-9 Court Leave

13-9-1 Educators who are ordered to serve on jury duty will be granted paid court leave. Court notice should be presented at conclusion of service. If fees are received for service, these should be turned in at the work site.

13-9-2 Educators subpoenaed to appear in court for matters not related to personal business will be granted paid court leave upon presentation of court notice. If fees are received for service, these should be turned in at the work site.

13-9-3 Time off for court appearances on personal legal matters, even with a subpoena, must be charged to general (sick and personal) leave if available or the absence will be leave without pay.

13-10 Military Leave

13-10-1 An educator who is a member of a reserve or National Guard unit or any other branch of the military organized under state or federal law will receive military leave with a right of reinstatement in accordance with state and federal law.

13-10-2 An educator will receive full salary and benefits during such military leave for up to 15 days in any calendar year. Such leave is in addition to other leave available to the educator under Article 13.

13-10-3 After the fifteen calendar days of service, exclusive of travel allowances, housing etc., if the educator's base military salary from any unit is less than the base pay from the School District, he/she will receive the difference between the two salaries. The differences will be computed using the daily rate of pay for both the military and the District pay. Any pay provided from the military for work performed on a non-contract day will not be used in computing the difference between the salaries.

13-10-4 Upon return from military service, the educator will be returned to their former position after a military leave of two years or less. If the leave is longer than two years, the educator will be returned to their former position or a comparable position for which they are qualified. This new position will be considered ongoing and permanent and not subject to mutual consent.

13-10-5 The employee will be given the benefit of any salary increments, salary steps, general (sick and personal) leave allowances that would have been credited if he/she had remained with the District.

13-11-6 Health benefits will be provided in accordance with USERRA guidelines. Other provisions concerning military leave will be outlined in District policy.

13-11 Maternity~~/Parental~~ and Child Care Leave ~~Parental Leave of Absence~~ **Return to original language**

13-11-1 Maternity leave commences upon the birth of a child. A request for ~~parental~~ maternity leave for a mother giving birth must be presented to the Human Resources Leaves Department at least thirty (30) days prior to the date on which the anticipated ~~requested~~ leave will commence. The educator's written request will include the educator's expected date of return. ~~and will be administered in accordance with the Colorado FAMLI Leave Act~~. ~~A maternity leave commences upon the birth of the child and short-term disability benefits may be applicable.~~

~~If parental leave follows a maternity leave, such leave will begin no sooner than the conclusion of the approved short-term disability benefits period.~~ An educator may request parental leave as described below at the conclusion of the approved maternity leave. Unpaid childcare leave may also be requested but may not exceed the remainder of the school year.

13-11-2 ~~The educator's written request will include the educator's expected date of return, which~~ **An educator's return to work following maternity, parental, or unpaid childcare leave** must be the first reporting day of any quarter, term, trimester, or semester as determined by the District. A return-to-work date outside of this must be approved by the educator's administrator and supporting documentation provided to the Manager, Employee Leaves. Upon request,

Human Resources will provide an estimate of wages that will be deducted during a STD leave and impact an educator's summer pay.

13-11-3 In the case of adoption, an educator may request unpaid childcare leave ~~may~~ to commence at any point during the twelve (12) months following the adoption.

13-11-4 Additional unpaid leave for childcare following approved maternity and parental leave may be available as an unpaid Miscellaneous Leave as outlined in this article.

13-11-5 An educator who requests to amend their initial leave will submit, in writing, their request to the Human Resources Leaves Department no less than thirty (30) days prior to the educator's original date of return.

13-12 Parental Leave of Absence **Return to original language**

13-12-1 A parental leave of absence of up to six (6) consecutive weeks following the birth or adoption of a child may be granted to parents who want to use their accrued leave. Such leave may occur at any time during the first year after birth or adoption, as long as the parent has not taken an approved Maternity Leave. In these situations, parental leave must immediately follow the approved Maternity Leave, as outlined in this article. Educators taking ~~such~~ **parental** leave will be allowed to use general (sick and personal) leave to receive up to six (6) consecutive weeks of pay, provided they have sufficient leave balances. A request for parental leave will be made to the principal or immediate supervisor and the Human Resources Leaves Department no later than thirty (30) days prior to the anticipated leave date

13-13 Unpaid Miscellaneous Leave

13-13-1 Full-time educators may apply for one (1) semester or one (1) academic year of unpaid Miscellaneous Leave of Absence after having gained non-probationary status, provided the purpose of such a break does not include another paid K-12 teaching position within Colorado.

Requests must be made in writing to the Human Resources Leaves Department by February 15 of the school year prior to the Miscellaneous Leave request and include administrator approval. Requests for a Miscellaneous Leave of Absence after this date or outside of the timeline outlined in this article will be considered on a case-by-case basis. District approval of the request is required.

13-13-2 A reasonable basis for Miscellaneous Leave not covered by other leave of absence provisions must be provided during the time of application. Reasons for a Miscellaneous Leave of Absence may include, but are not limited to:

1. Childcare leave
2. Travel, study, or research purposes
3. Service in the Peace Corps, AmeriCorps Vista, etc.
4. Service as a public/elected official
5. Personal necessity

13-13-3 If Miscellaneous Leave is approved, the educator will remain part of the school's staff while on leave. The vacated position will be posted and filled as a temporary position for one year/semester only.

If the educator returns to the District immediately following their approved Miscellaneous Leave, the educator will be rehired in the same position they occupied at the time of the break in employment and at the same level of pay, benefits, and contract status. Under no circumstances will the educator's position be held for more than one school year.

13-14 Benefits During Leave

13-14-1 Educators on an approved leave of absence which is paid in-full or in-part by the District will continue their enrollment in the benefit programs.

13-14-2 Once an educator's leave becomes unpaid, benefits will be handled as follows:

1. If the educator is full-time (FTE of .6 or more) at the time that their leave is initiated, benefits will continue ~~for such a period of time that complies with the provisions of~~ to the extent required by state and federal law ~~(such as FMLA and ACA)~~. The educator may voluntarily terminate benefits within 60 days of the leave becoming unpaid by completing a status change form and submitting it to the Employee Benefits Department.
2. If the educator is less than full-time (FTE of less than .6) then benefits will cease at the later of the expiration of the FMLA period (if applicable) or the end of the month in which the leave becomes unpaid.

13-14-3 To the extent the educator's paycheck is insufficient to cover the full amount of their benefit deductions; the educator must make arrangements with the Employee Benefits Department to make payment for amounts which are their responsibility. Failure to make timely payment of such premiums owed may result in termination of benefits.

13-14-4 When an educator returns from an unpaid leave of absence during which their benefits terminated, re-enrollment in benefits will be handled as follows:

1. If the length of their break in benefits coverage is less than thirty (30) days, the educator will be re-enrolled in the same benefit plans they had previously.

2. Educators whose break in benefits coverage is more than thirty (30) days must re–enroll for benefits using Employee Self Service, within 60 days of their return from leave and may choose to make new elections.

13-14-5 An educator whose health benefits have ended while on leave will have an opportunity to enroll in such benefits in accordance with COBRA regulations.

13-15 Position Hold

13-15-1 An educator may have a position (or a comparable position) held at a particular school or, for positions that serve multiple schools, within an assigned articulation area(s) for no more than two (2) consecutive years for an approved childcare leave or a job share.

13-15-2 An educator must return to a full-time position for at least two (2) years to reinitiate the school or area-specific job hold provision.

13-15-3 Educators who have a position held and are entitled to be returned to their former or comparable position will be considered members of the staff of the schools/areas from which they were assigned for such matters as determining displaced educators.

13-16 Religious Holiday Accommodations

13-16-1 The District will accommodate requests for observance of commonly observed religious holidays not falling on scheduled school breaks. Educators may be compensated during such absences through use of accrued general (sick and personal) leave. If an educator does not have available general (sick and personal) leave, the days may be taken unpaid.

13-17 Sick Leave Bank

13-17-1 The District will maintain a sick leave bank as described in Appendix D.

13-17-2 Educators who are enrolled in the Sick Leave Bank that have exhausted their leave may request additional leave from the Sick Leave Bank in accordance with Appendix D.

13-18 In the event of any extended absence, the educator will not be required to submit daily lesson plans. The guest teacher will be provided the curriculum and will create the daily lesson plans with help of the building administrators, building instructional coach, or TOSA. **Moved to 13-3-2-1 (G.a)**