

Provo City School District

Policy Series 5000: Personnel



Policy No. 5400

Employee Leave

The Provo City School District Board of Education is committed to provide a quality education for all students and in an effort to ensure students have that opportunity they have directed the superintendent to develop an employee leave policy. The purpose of this policy is to outline an approach for the efficient and effective management of leaves in accordance with federal and state leave mandates, employee interests, changing workplace dynamics, and administrative supervision.

In the case of unforeseen circumstances or an emergency, an employee must contact their supervisor and the Deputy Superintendent.

Sick Leave, Vacation, Personal Leave, Paid Time Off (PTO) and Hourly Paid Leave (HPL) may not be taken on the following days without the permission of the supervisor and the Deputy Superintendent:

- The first or last five days of school
- Immediately preceding or following fall break, winter break and spring break
- Graduation days for UVU or BYU unless it is the graduation of an immediate family member
- Parent Teacher Conferences
- Professional Development Days
- High Impact days as identified by building principals/supervisors announced within the first two weeks of the school year

Leave requests will be considered and granted or denied in accordance with applicable leave laws, including the Family and Medical Leave Act (FMLA), Americans With Disabilities Act (ADA), State law and workers' compensation statutes. The Provo City School District complies with District policies and all applicable State and federal leave laws. Employees who are denied leave in accordance with federal and State laws but who nevertheless take leave will be disciplined according to District policy up to and including termination.

Prior to returning from extended leave, the employee must provide the necessary documentation and report to the Human Resource Department before returning to work. Unless other arrangements are made with the principal, manager, or designee, employees must report to work immediately upon expiration of granted leave or at the time identified by a doctor's release. If leave is granted and an employee on leave does not return from leave on the day indicated in his or her original application or in an approved extension, the employee will be disciplined according to District policy.

Legal References:

Family and Medical Leave Act of 1993 (FMLA)
Americans with Disabilities Act (ADA)
Utah Administrative Rule R539

Synopsis:

Employee Unpaid Leave
Prohibits discrimination due to disabilities
Services for People with Disabilities

Approved by Board of Education:

November 18, 2014

Revised:

March 13, 2018