Cottonwood School District No. 242

PERSONNEL **5296P**

Limits on Local Education Association Activities – LEA Activity Personal Leave Bank

If directed by the District's negotiated agreement, the District may establish an LEA personal leave bank for leave related to Local Education Association (LEA) activities. Such leave is intended for activities related to LEA activities as described in Policy 5296, and the recipient of hours from this bank may freely choose how to use the leave.

The bank shall be administered by a LEA leave council composed of:

1. Two certificated employees elected by members of the bank;
2. The District business manager; and
3. The principal of a District school appointed by the Superintendent.

In the event of a tie vote by a council, the Superintendent shall cast the deciding vote. The council members shall be appointed for a term of one year and may be reappointed for successive terms.

The council shall not conduct its activities during the workday.

Membership

Membership in the LEA leave bank shall be available to any certified employee of the District.

Employees who donate one day of personal leave to the bank prior to October 1 shall be members of the bank and eligible for its services throughout the school year.

Donations

If the LEA leave bank is below maximum capacity, bank members must donate one day per year until maximum capacity is reached. If the bank is at maximum capacity, only those who are beginning membership in the bank must donate to become members. Continuing members do not donate when the bank is at maximum capacity and need only sign the sheet indicating that they have donated to continue participation.

The maximum number of days in the bank is 10.

When a day of personal leave has been donated to the bank it cannot be returned to the employee, even if that employee renounces their membership in the bank.

Maximum Withdrawal

The maximum number of days that shall be available for withdrawal for employees' use in any one year shall not exceed the bank's maximum capacity. The maximum number of days available for any one individual employee per school year shall not exceed 2 days. The maximum number of days that can be given upon each request is 2 days. The member may reapply for more days as needed.

<u>Employee Use of a LEA Leave Bank</u>

To be eligible to use time from the LEA leave bank, an employee must have been a member during the previous 12 months.

The employee shall submit a written request for LEA leave specifying the LEA activity they wish to use the leave for. The request shall be submitted to the Business Manager.

The council shall give full consideration to the request and shall make final approval or disapproval of the request in full or in part in writing to the member within three days of receipt of the request.

In the event the Superintendent must cast a tie-breaking vote, they shall decide and notify the member of their decision within three days.

If the member's request is approved, immediate transfer of the approved number of days from the bank to the member shall be made.

In the event of a recurring need for LEA leave, the employee must reapply for every 2 days leave needed from the bank.

<u>Annual Report</u>

The council shall provide an annual report to the Board on the activities, policies, and practices of the LEA leave bank they oversee.

<u>Confidentiality and Fairness</u>

Information regarding requests for leave from the banks shall be kept confidential. Employees who share this information outside of the council may be subject to discipline.

The council shall endeavor to consider applications for leave in a consistent and impartial manner.

Legal Reference:	33-1275	Terms of Agreements
	33-1279	Released Time for Service on State Committees and Commission
	IC § 33-126, et seq.	Teachers – Sick and Other Leave
	IC § 33-513	Professional Personnel
	IC § 74-101, et seq.	Idaho Public Records Act
	IC 33-1277	Taxpayer Funding of Teachers Unions Prohibited

Cross References: Code	Description
5210	Workday
5295	Professional Employee Representation for Purposes of Negotiations
7600	Declaration of Financial Emergency

<u>Policy History:</u>
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Revised on: