

CLASSIFIED EMPLOYEE – STUDENT ABSENCE LEAVE

The board of education recognizes that unique situations arise for those employed as teacher associates when the individual student they are serving is absent from school. Therefore, when a student being served by a teacher associate is absent from school, the following options should be utilized:

1. If the teacher associate prefers, he/she may take the day off without pay.
2. If the services of the teacher associate can be utilized by the district in another capacity (e.g., custodial, food service, clerical), the teacher associate and administrator can mutually agree to employ the teacher associate for the day. The employee will receive their current rate of pay and can work for up to the amount of hours stated in their letter of assignment.
3. The district will only employ the teacher associate in another capacity as long as the district has work that needs completed. If the district does not have a need to employ the teacher associate in another capacity on the day of their assigned student's absence, the employee will be released for the day and compensated at a rate of \$25.00 per day for their effort to come to work.

If the district is willing to employ the teacher associate in another capacity on the day of their assigned student's absence and the teacher associate elects not to work for the district, then the teacher associate will receive no compensation on that day.

4. If we know in advance that a long-term student absence will occur (lasting longer than 10 days), the district will evaluate each individual case to determine whether or not the position will be terminated or the associate may be offered a change of assignment during the student absence.

Approved 01/11/10

Reviewed 03/11/13

Revised 08/13/18