

**AALA/Teamsters - Unit M**  
**ARTICLE XI**

**LEAVES AND ABSENCES**

**1.0 – 1.5 – No Change**

2.0 Bereavement Absence: An employee is entitled to a paid absence from the District, not to exceed three days, on account of the death of ~~a member of the an employee's immediate family~~ qualified family member as defined below, and if requested, provide acceptable proof of death and relationship within 30 days from the first day of bereavement leave. is provided and Bereavement leave may be taken consecutively or intermittently so long as the absence commences and is completed within twelve months from the qualifying family members' death. If more than one such death occurs simultaneously, the absences may be taken consecutively. If out-of-state travel is required and requested, an additional two (2) days shall be granted. Employees not traveling out of state may elect to take an additional two (2) days of bereavement, and use personal necessity, vacation, or take the bereavement leave as unpaid. The employee's ~~immediate family~~ qualified family member is defined as the following:

- a. Spouse, domestic partner or, for purposes of these Leave Sections only, a cohabitant who is the equivalent of spouse;
- b. Parent (includes in-law, step, and foster parent, and parent of cohabitant who is the equivalent of spouse);
- c. Grandparent (includes in-law, step, and a grandparent of cohabitant who is the equivalent of spouse);
- d. Child (including child of spouse, son/daughter-in-law, step and foster child, and child of cohabitant who is the equivalent of spouse);
- e. Grandchild (includes grandchild of spouse, step grandchildren, and grandchildren of cohabitant who is equivalent of spouse);
- f. Brother;
- g. Sister; and
- h. Any relative in the employee's immediate household.
- i. Designated person (District employees are limited to one designated person per 12-month period. The employee may identify the designated person when the employee requests a leave for family care, medical, bereavement, and/or kin care)

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Bereavement is also granted for absence by reason of official notice in time of war that a member of the immediate family is missing in action, or official notice that a deceased member of the immediate family is being returned by the armed forces for internment in this country.

Personal necessity absence in accordance with Section 5.0 below may be used in case of the death of a close friend or relative not included in the definition of immediate family in this Section.

**No Change from 3/19/2025 Proposal**

### 3.0 – 9.0 – No Change

10.0 Conference and Convention Attendance: An informal paid leave of absence may be granted for attendance at conferences and conventions sponsored by professional instructional organizations which are recognized by the State Board of Education or approved by the appropriate administrator under all of the following conditions:

- a. Attendance leads directly to the professional growth of the employee and the improvement of the educational program of the District.
  - b. The attendance must not necessitate assignment of a substitute for the employee or the payment of replacement teacher salary unless the employee is an official representative of the organization or is participating as a workshop leader or speaker at the conference or convention.
  - c. The attendance must not result in unnecessary duplication of participation by District personnel.
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- d. The attendance must not necessitate the reimbursement of any expenses by the District to the employee except as provided in accordance with Board Rule 1501.

A written or oral report of the conference may be requested by the appropriate administrator or superintendent.

Approval of the leave is contingent upon the recommendation of the appropriate superintendent.

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Attendance at a conference or convention is contingent upon the approval of the appropriate Region Superintendent or Division Administrator.

Consideration will be given to request for conference attendance if such attendance is included in the School Plan for Student Achievement (SPSA), Pilot School Plan, Magnet School Plan, STEM Plan, Grants, or any other relevant educational plan, aligned with the

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budgetary expenditures outlined in these plans, and approved by the Region Superintendent or Division Administrator.

The approval process shall be in alignment with District policy. Approval shall not be denied for arbitrary or capricious reasons.

For conference or convention attendance that meets the standards above, but is not approved for paid leave pursuant to this Section, the employee may use personal necessity leave under Section 5.0.

**11.0 – 16.8 – No Change**

