

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 28, 2026

FR: Office of the Superintendent

NUMBER: 26-140
SUBJECT: Approval of Proposed
Revisions to BP
4161/4261/4361 All
Personnel - Leaves; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 4161/4261/4361 All Personnel - Leaves and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 4161/4261/4361 All Personnel - Leaves within the Personnel series.

This update aligns with the model policy and removes language that is duplicated in employee negotiated agreements.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading of the proposed revisions to BP 4161/4261/4361 All Personnel - Leaves as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 4161/4261/4361 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading of the proposed revisions to BP 4161/4261/4361 All Personnel - Leaves as presented and open for public comments.

BP 4161/4261/4361 ~~CLASSIFIED ALL PERSONNEL - LEAVES AND BENEFITS~~

~~The School Board shall provide for employee absences authorized by law, Board policy, and negotiated agreement.~~

~~The School Board shall authorize employee absences as provided by law, School Board policy, and negotiated agreement. The School Board recognizes the following justifiable reasons for absence:~~

- ~~1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond the employee's control.~~
- ~~2. Family illness, bereavement, religious observances and other personal reasons.~~
- ~~3. Situations stemming from occupational status such as attendance at meetings, conventions, inservice courses, seminars, etc.~~
- ~~4. Other situations for which leave is provided by law.~~

~~Permanent full-time employees receive full benefits. Permanent part-time employees receive benefits on a prorated basis. Employees working less than fifteen (15) hours per week and temporary employees do not receive fringe benefits.~~

~~Benefits include:~~

~~Employees will accrue **sick leave** at the rate of 1 1/3 days for each full monthly pay period with unlimited accrual from year to year. Sick leave may be used when the employee is sick or injured, an illness within the employee's immediate family which requires the employee's presence, and upon the death of a member of the immediate family. The district reserves the right to require a doctor's and/or health aide's certificate of medical disability for sick leave usage. An employee is encouraged to notify his/her supervisor one half (1/2) hour as far in advance of the scheduled workday that the employee is going to utilize sick leave. If the supervisor is not notified the leave shall be charged to unapproved leave without pay. An employee utilizing sick leave shall be paid for such time lost, to the extent that he/she has sick leave accrued, at his/her current salary, less the amount of any time lost payments made to him/her under the Alaska Workers' Compensation Act. There shall be no accrual of sick leave when an employee is on leave without pay status. Employees are not entitled to monetary reimbursement for accumulated sick leave.~~

~~The employee shall be entitled to use up to seven (7) days, plus necessary travel time, of sick leave per year for: (1) Death within the employee's family. The family shall be limited to the employee's spouse, child, legal ward, brother, sister, parent, grandchild, grandparent, child-in-law and parent-in-law; and for (2) Serious illness or injury of a member of the employee's family, as defined in (1) above (a statement by the attending physician regarding the illness or injury may be required by the District). Sick Leave Bank. Commencing in FY 23. A. The Sick Leave Bank shall be open to employees of the District. Once enrolled, membership shall be continuous until the member submits a written notice of~~

~~withdrawal to the District. B. Members wishing to join the Sick Leave Bank shall notify the Personnel Director of their intention by September 30 of the current year, or within thirty (30) days of employment. Each new member of the bank will donate one day of his/her leave to the bank upon joining. C. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee. The Committee shall consist of two members selected by the Association and one member selected by the Administration. It is the committee's responsibility to approve or deny requests for Sick Leave Bank usage. Applications for Sick Leave Bank usage shall be accompanied by a letter from the attending physician explaining the nature, seriousness, and expected duration of the medical problem. Decisions of the Sick Leave Bank Committee shall be final and shall not be subject to the grievance procedure. The District shall not be held responsible for decisions of the Sick Leave Bank Committee. D. The Sick Leave Bank will be established to enable an employee (because of unusual circumstances) to receive up to, but not more than twice (2 times), the number of sick leave days he/she has credited to him/her prior to the first day of the school year, or twenty-four (24) days, whichever is greater. For the purpose of the Sick Leave Bank, Unusual Circumstances shall be defined as any serious physically or emotionally debilitating illness, or injury of the employee, which results in a prolonged absence. A copy of the approved leave shall be submitted to the District's Personnel Office. E. In the event that the bank is depleted below forty (40) days, each member of the bank will donate an additional day up to a maximum of two (2) days per year. Donated days will be nonrefundable. F. The first seven (7) days of a qualifying illness or injury will not be covered by the bank, nor will access to the bank be permitted until the member's own accumulated sick leave days, and annual leave days, are depleted.~~

~~Family leave shall be granted to an employee as required by the State and Federal Family Leave Acts.~~

~~**Maternity/paternity leave** may be granted to a permanent employee upon recommendation of his/her physician and immediate supervisor. The employee is entitled to take a total of nine (9) weeks of leave immediately preceding and following childbirth. This leave shall be charged first to sick leave, and if that is not sufficient, then to annual leave, then leave without pay.~~

~~**Court leave** will be granted to an employee who is called to serve as a juror or subpoenaed as a witness. Court leave does not apply to an employee who must attend Court as a party to a litigation. The employee shall retain the monies received for such service and notify the payroll department of the amount received. This amount will be deducted from the employee's paycheck.~~

(cf. 4161.4/4261.4/4361.4 - Family and Medical Leave)

Note: The Alaska Family Leave Act became law September 16, 1992, and applies to employers that have employed 21 or more employees for each working day during any period of 20 consecutive workweeks in the preceding two calendar years. Family leave

includes, at a minimum, "unpaid leave" for "serious" health conditions for a total of 18 weeks during any 12 month period, and unpaid leave for pregnancy and childbirth or adoption for a total of 18 work weeks within a 12 month period. Employees are entitled to apply accrued paid leave toward the unpaid leave time. Employers must allow employees to continue their existing health insurance coverage at the same level the employee had before going on leave. However, the employee may be required to pay the premium cost for the continuation of the insurance coverage. The Commissioner of Education may approve a labor contract that does not meet the family leave requirements if the district can show a lack of qualified, available substitutes to replace a teacher on leave or a lack of available housing for replacement teachers who do not live in the community.

~~Annual leave for non-certificated staff who work twelve (12) months will accrue at the rate of:~~

~~One (1) day for each full month for non-certificated employees with less than one (1) year of service;~~

~~1 1/4 days for each full month for non-certificated employees with more than one (1) year of service, but less than five (5) years of service;~~

~~1 1/2 days for each full month for non-certificated employees with five (5) or more years of service.~~

~~2 days for each full month for employees with more than ten (10) years of service.~~

~~Professional and non-certificated staff, who work less than twelve (12) months will accrue annual leave at the rate of:~~

~~One (1) day for each ~~fifty (50)~~ forty-eight (48) days on pay status. Less than 200 days equals three (3) days leave; 200 days or more equals 4 days leave. However, employees on pay status from 145 days to 193 days accrue four (4) days, and those working more than 193 days accrue five (5) days.~~

~~Accrued leaves for less than twelve (12) month employees shall be pre-credited, however, no employees are exempted by grandfather clause rights. Unused leave will be automatically paid off at the end of the school year. for those employees who have worked for the District continuously for one year, with precrediting beginning at the start of the next school year.~~

~~Professional/certificated staff working 260-day contracts, who do not report to the Superintendent, will accrue leave at the rate of:~~

~~One (1) day for each full monthly pay period for employees with less than one (1) year of service;~~

~~1 1/4 days for each full monthly pay period for employees with more than one (1) but less than five (5) years of service;~~

~~1 1/2 days for each full monthly pay period for employees with more than five (5) years of service.~~

~~Employees that have worked for the District for 5 or more continuous years may cash out unused annual leave at their daily rate or may carry over unused days into the next school year. Those employees may only accumulate up to 5 days of leave annually.~~

~~Unused annual leave for employees who work less than twelve (12) months will be automatically paid off at the end of the year, except for those employees eligible to carry over annual leave. For those employees, days accumulated in excess of 5 shall be automatically paid off.~~

~~Except upon written approval of the Superintendent, annual leave for less than twelve (12) month employees shall not be available on their first and last working day; immediately before or after a holiday or vacation; during state or District required assessment testing, or during non-optional in-service days or non-optional early release days.~~

~~An employee of the District Employees who work twelve (12) months may request up to ten (10) days of accrued leave be paid off during each school year, or the entire amount will be paid off at the employee's current daily rate upon termination.~~

~~For twelve (12) month employees, Accrued annual leave shall not exceed thirty (30) days accumulation as of June 30 of each year. If a request for annual leave must be denied and would result in loss of leave, the Superintendent may postpone requested leave without loss to a mutually determined time in the future. Annual leave not taken by an employee a twelve (12) month employee in accordance with the provisions is lost.~~

~~There shall be no accrual of annual leave when an employee is on leave without pay status.~~

~~The following are observed as legal holidays by all non-certificated personnel in the District:~~

~~the first of January, known as New Year's day;~~

~~the third Thursday and third Friday in March, for Spring Break; Spring Break—2 days on District calendar;~~

~~the last Monday in May, known as Memorial Day;~~

~~the 4th of July, known as Independence Day;~~

~~the first Monday in September, known as Labor Day;~~

~~the fourth Thursday and Friday in November, known as Thanksgiving day and the day after;~~

~~the 24th and 25th of December, known as Christmas Eve and Christmas day; and~~

~~the 31st of December, known as New Year's Eve.~~

~~Permanent and probationary employees who either work or are on paid leave on the days immediately preceding and following designated holidays shall be paid for the number of hours normally scheduled for the position at the normal rate of pay.~~

~~Holidays falling on Saturday are celebrated on the preceding Friday. Those that fall on Sunday are celebrated on the following Monday.~~

~~Temporary employees are not entitled to receive pay for unworked holidays.~~

~~Employees who are members of a reserve component of the U.S. Armed Forces or of the National Guard shall be granted temporary military leave on all days during which the employee is ordered to training duty, as distinguished from active duty, with troops, or a field exercises, or for instruction or when under direct military control in the performance of a search and rescue mission. Temporary military leave should be limited to sixteen and one half (16 1/2) working days in any one (1) calendar year. Temporary military leave shall be granted only upon the written request of the appropriate military authority stating the reasons why the service cannot be fulfilled outside of normal work days. A copy of the request and the military orders shall be filed with the Superintendent prior to the commencement of leave. An employee shall promptly remit to the District any salary received from the military for the leave period, or as an option to payment of any salary or stipend received from the U.S. Armed Forces or Alaska National Guard to the District, the employee may elect to use any accumulated annual leave or if this is exhausted, take leave without pay. Either of the options must be selected at the time of the request for military leave.~~

~~The employee shall be entitled to use up to seven (7) days, plus necessary travel time of sick leave per year for:~~

- ~~1. Death within the employee's family. The family shall be limited to the employee's spouse, child, legal ward, brother, sister, parent, grandchild, grandparent, child-in-law and parent-in-law; and for:~~
- ~~2. Serious illness or injury of a member of the employee's family, as defined in (1) above (a statement by the attending physician regarding the illness or injury may be required by the District).~~

~~Leave without pay for less than ten (10) work days per year may be granted by the site administrator or supervisor. Leave without pay for ten (10) or more work days may be~~

~~granted by the Superintendent or his/her designee upon recommendation of the principal or supervisor. Each request for such leave will be considered in light of the circumstances involved and in regard to the needs of the District. Leave without pay shall not be requested or granted until such time as all accrued leave has been exhausted.~~

~~Leave without pay for less than ten (10) work days per year may be granted by the site administrator or supervisor. Each request for such leave will be considered in light of the circumstances involved and in regard to the best interests of the District.~~

~~District employees who hold public office or serve on boards of other organizations may be granted up to 10 days of leave without pay per school year to attend meetings. Any commitment requiring an employee to use more than 10 days of leave without pay is excessive and in conflict with the employees work responsibilities. Any request for leave without pay for more than 10 days per school year for these activities will require the approval of the local Advisory School Board and the Superintendent or his/her designee.~~

~~(cf. 8321 -- ASC Executive Sessions)~~

~~Employees shall not be paid for holidays occurring while they are on leave without pay.~~

~~Excessive tardiness and/or absenteeism shall be considered sufficient cause for termination of service.~~

~~Unauthorized absences from duty of any employee may result in a disciplinary leave without pay for the period of absence at the discretion of the administrator.~~

~~Group health insurance is carried for permanent employees and their dependents, if the employee works a minimum of fifteen (15) hours per week. The employee is covered for \$20,000 life insurance. Employees who work less than twelve (12) months a year will also be covered when not in duty status, limited to 3 months per year when school is in session. If the District's insurance carrier is not willing to provide that coverage to any employee because of that employee's age or otherwise, the District shall only be required to provide an amount of term life or medical insurance coverage as the District's carrier is willing to provide for the premium that the District would have paid for that employee under the District's group insurance policy.~~

Legal Reference:

ALASKA STATUTES

~~14.14.105 Sick leave bank~~

~~14.14.107 Sick leave and sick leave transfer~~

[14.20.147](#) *Transfer or absorption of attendance area or federal agency school*

[23.10.500 - 23.10.550](#) *Alaska Family Leave Act*

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.020](#) *Teachers entitled to pay*

~~[4 AAC 15.040](#) *Sick leave*~~

~~[4 AAC 15.900](#) *Definitions*~~

UNITED STATES CODE

Family and Medical Leave Act, [29 U.S.C. 2601](#) et. seq.; [29 CFR Part 825](#), amend. 2008

National Defense Authorization Act for fiscal year 2008, [Public Law 110-181](#), § 585(a)

Adopted: June 09, 2004

Revised: March 01, 2016

Revised: February 23, 2021

~~*[Revised:](#)*~~

Northwest Arctic Borough School District