

## **HUMAN RESOURCES**

### **Employee Organizations**

#### **Employee Organization Privilege—Leave**

This regulation supersedes Regulation 4537.4.

#### **I. PURPOSE**

To establish conditions and procedures for the granting of employee organization leave.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. The directive identification block reflects the name change of the office of primary responsibility.
- B. Section III. clarifies the conditions that organization leave may be granted.
- C. Section IV.A. updates the notification process.
- D. Section IV.B. updates the appeal process.

#### **III. CONDITIONS**

Paid employee organization leave ("Organization Leave") may be granted for only the following meetings and activities:

- A. Attending local, state, regional, or national employee organization meetings or activities related to performing the representational duties of the employee organizations.
- B. Meetings with representatives of FCPS ("Employer") concerning personnel policies, practices, or other general conditions of employment, including, but not limited to, regularly scheduled meet and confer sessions with the Office of Human Resources.
- C. To prepare for meetings established in sections III.A. and III.B.:

The Employer and the employee organizations recognize that any activities performed related to the internal business of the employee organization shall be performed while representatives are in a non-duty status.

The Division Superintendent may authorize employee organization leave days with pay each year to be distributed proportionally by membership to certified employee organizations. The number of days authorized shall be limited by budget constraints and other appropriate factors. The Employer reserves the right to make the final approval of individual requests for organization leave and will consider factors, including but not limited to, workload, the ability to employ qualified substitutes, the organization impact, and other appropriate factors.

Employee associations may not carry over unused organization leave days to the next school year. Each employee organization shall be notified of the amount of organization leave available no later than July 15 of the upcoming school year.

#### **IV. PROCEDURES**

##### **A. Notification Process**

A form prescribed by the Office of Equity and Employee Relations shall be completed by the president of the employee organization making the request, and copies shall be submitted to the principal or program manager, the leave-seeking employee, and the director, equity and employee relations, so as to be received by all parties at least ten working days prior to the effective date of the leave. Electronic submission of the form is acceptable for the purposes of notification.

##### **B. Appeal Process**

Should an objection arise regarding a request for employee organization leave, the Employer shall provide notice in writing to the president of the employee organization making the request no less than five days after receipt of the request. The following people shall promptly confer to resolve the matter: the program manager; the director, equity and employee relations; and the president of the employee organization. In the event the matter cannot be resolved, the decision of the director, equity and employee relations shall prevail. The final decision will be accompanied by a statement of all factors considered. As the Employer retains the right to make the final approval of individual requests for organization leave, the scope of any grievance will be limited to a failure to consider the relevant factors.

##### **C. Records**

###### **1. Substitutes**

When a substitute is obtained, the principal or program manager and substitute shall complete a Time Report For Substitute Teacher, IA, PHA, and PHTA form (FS 73-39), Time Report For Substitute Food and Nutrition Services Employees form (FS-73-26), or School Bus Weekly Report form (TR-1).

The coded reason for the substitute is "O" (organizational leave). The budget code for this type of absence is 820900-2023.

**Regulation 4537.5**

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The same data is used when the information on a Time Report For Substitute Teacher, IA, PHA, and PHTA form (FS 73-39), Time Report For Substitute Food and Nutrition Services Employees form (FS 73-26) or School Bus Weekly Report form (TR-1) is entered into the terminal for payroll and budgeting purposes.

2. Employee Taking Leave

Monthly employees shall complete Leave Request for Monthly Paid Employees form (FS 73-43), with the number of hours requested for organization leave.

Biweekly employees shall complete a Time Report For Transportation Route Supervisor, Maintenance and Security, Custodian, And Food and Nutrition Services form (FS 73-25) or a School Bus Weekly Report form (TR-1) with the number of hours requested for organization leave.

The coded reason for the absence is "LD" (administrative leave).