

PROFESSIONAL STAFF LEAVES AND ABSENCES -- SHORT-TERM LEAVES

All short-term leaves of absence from work, except sick leave, must be approved by the Superintendent prior to the occurrence of the absence except in verified cases of emergencies. Unexcused absences or "leave without pay" for any certified employee will result in a reduction of a day's pay from his/her salary for each day missed and such other action as the administration and/or Board deems appropriate. For the purposes of this policy, a day's pay will be calculated by dividing the employee's total contract amount by the total number of contract days.

For the purposes of all short-term absences outlined in this policy, immediate household shall be defined as those family members who reside within the physical structure of the employee's home and/or a bona fide dependent for IRS purposes. Immediate family is defined as wife, husband, children, grandchildren, grandparents, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, parents, foster parents, aunts, uncles, nephews, and nieces of the employee.

Sick Leave

Full time personnel in the system are allowed ten (10) working days absence from school per year at regular pay for reasons of sickness. Sick leave may accumulate to no more than ninety (90) working days. No teacher may use more than 90 days sick leave in one school term. Teachers should submit request for such sick leave as far in advance as possible. Whenever practical, appointments for medical, dental or optical examinations should be scheduled outside of teacher's work hours. Unused sick leave benefits will be reimbursed at a rate of \$25.00 a day up to a maximum of 90 days upon leaving the district. All permanent part-time employees may be granted an equivalent number of sick leave (part-time) days.

Abusing Sick Leave. The administration may require a certified staff member to support his/her application for sick leave with a physician's written statement on the physician's official letterhead. In such cases, the certified staff member shall be notified in writing in advance by the administration, that all future sick leave absence will have to be supported by a physician's written statement,

In the event the employee's absence is due to a work-related illness or injury for which the employee is receiving Workers Compensation benefits, the employee will be entitled to receive sick leave only in the amount equivalent to the difference between the Workers Compensation benefit received and the regular salary the employee would have received had he/she elected to take sick leave. For purposes of calculating the amount of sick leave used, any payment used to supplement the Workers Compensation benefit which is less than one-half day's salary shall count as one half day's sick leave, and any sick leave paid in excess of one-half day's salary shall count as a full day's sick leave for each day the benefit is received. In the event of payment of sick leave prior to a determination by Workers Compensation that an individual is entitled to an award of Workers Compensation to the employee for wages, which determination

is made retroactive, the employee will be given the option of repaying to the District any overpayment received by the employee for sick leave or, alternatively, having the District withhold future sick leave payments until the overpayment is made up.

Family and Medical Leave

Pursuant to the provisions of the Family and Medical Leave Act, the School District provides family and medical leave to employees in accordance with Board policy GCCAB.

MEDICAL CERTIFICATE

The Board of Trustees may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform his or her duties during a period of absence for which compensation is requested to be paid.

Professional Leave

Allowable expense claims by teaching and non-teaching staff on professional leave shall be:

- a. Expenses will be paid by the district if the professional day is at the recommendation or request of the school.
- b. Meetings required by the school or vital to the operation of the school or its programs will be reimbursed, when approved in advance by the administration, as follows:
 - 1) Mileage
 - 2) Lodging (if required)
 - 3) Registration fees
 - 4) Meals
- c. The school district will pay expenses in the same manner provided for staff members for non-school personnel who may be asked to assist in sponsoring approved student activities. Advance administrative approval is required.

OTHER LEAVE

Personal Leave, Family Health Crisis Leave, Family and Medical Leave, Dock Days, Long Term Leaves of Absences and Jury Duty Leave are provided to district employees according to the provisions of the most recent salary and fringe benefit package approved by the Board of Trustees. A Sick Leave Bank is also available according to the provisions of the most recent salary and fringe benefit package approved by the Board of Trustees.

INTERNSHIP LEAVE

Certified employees in the District are entitled to serve an internship in the District as required by certain graduate programs including, but not limited to, school administrator and counselor. Employees must develop a written plan, to include appropriate lesson plans, and obtain

permission and approval from supervisors, the Superintendent of Schools, and the Board before being allowed to serve an internship. Any internship served must be broken into blocks of time that do not take the employee out of the classroom or their work function for more than 2 consecutive weeks. Employees serving an internship must use all of their personal leave, excluding sick leave, and then will be paid their salaries minus the total cost of a substitute for the time they spend in their internships. The Superintendent and/or Board may limit the number of internships during a school year.

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