

GIMER COUNTY SCHOOLS

TITLE: Personal Leave for Illness, Leave Without Cause, and Other Causes State Board of Education Ref 18A-4-10, Policy 5612

To Amend item IV for public review.

State Law mandates the accumulation of personal leave at the rate of 1 1/2 days for each employment month. Each full-time ten-month employee is credited with fifteen leave days per year with unlimited accumulation.

When the cause for leave due to illness had its origin prior to the beginning of the employment term, the employee shall be paid for the time lost after the start of the employment year; likewise, when the cause for leave due to illness had its origin near the ending of the employment year and illness continues after the ending of the employment year, the employee shall be paid for the time lost before the end of the employment year.

The Employee Absence Report and Sick Leave Claim will be completed by the Employee and submitted to the Financial Clerk with the payroll. No reimbursement payment for sick leave shall be made until said form is filed in the county and checked with the regular payroll report. Forms must be signed by the Principal of the school.

A regular full-time employee who is absent from assigned duties due to the following reasons as authorized and approved by the Board of Education, shall be paid his full salary during the period which he/she is absent, but not to exceed the total amount of personal leave to which he/she is entitled.

- I. Personal illness or accident; to be accompanied by verification from doctor after three consecutive days absent.
- II. Illness in the Immediate Family Limitations. The employee may use personal leave accrued in the event of illness in the immediate family under the following limitations for this purpose.
  1. Personal leave for this purpose shall not exceed three days within an employment year unless the employee provides the superintendent with verification from a doctor requesting additional days and the superintendent agrees to additional days. These days are not part of the Leave Without Cause.
  2. Illness shall be of such a critical nature warranting the personal attention of the employee.
  3. The immediate family shall be described as spouse, mother, father, children, mother-in-law or father-in-law.

III. Bereavement Limitations

The employee may use personal leave accrued in the event of death in the immediate family under the following limitations:

1. Five days allowed in the following family cases .spouse, mother, father, children, mother-in-law, father-in-law.
2. Two days allowed in the following family cases .brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, son-in-law, daughter-in-law.
3. One day allowed in the following cases .uncle, aunt, nephew, niece, cousin.
4. Leave for other relationships and/or extenuating circumstances are determined by appeal to the Superintendent.

IV. Personal Leave .Without Cause

Each employee may accumulate three (3) days annually.

Each employee shall be permitted three days of such leave annually, which may be taken without regard to the cause may not be taken on consecutive work days unless authorized or approved by the employee's principal or immediate supervisor as the case may be: PROVIDED, HOWEVER, that notice of such leave day shall be given to the employee's principal or immediate supervisor, as the case may be, at least twenty-four hours in advance, except that in the case of sudden and unexpected circumstances, such notice shall be given as soon as reasonably practicable: however the use of such day may be denied if, at the time notice is given, either fifteen percent of the employees or three employees, whichever is greater, under the supervision of the principal or immediate supervisor, as the case may be, have previously notified the principal or immediate supervisor of their intention to use that day for such leave; PROVIDED FURTHER, that such leave shall not be used in connection with a concerted work stoppage or strike. Where the cause for leave had its origin prior to the beginning of the employment term, the employee shall be paid for time lost after the start of the employment term. If an employee should use personal leave which he has not yet accumulated on a monthly basis and subsequently leave his employment, he shall be required to reimburse the board for the salary or wages paid to him for such unaccumulated leave.

Provided Further: Beginning with the 2001-2002 school year, an employee may carry over into a subsequent year such unused days, not to accumulate more than five (5) days available for any employment year.

Extended Illness

The employee may use personal leave accrued in the event of extended illness under the following limitations:

1. An employee should continue to work as long as he/she desires in the event of extended illness and his/her physician feels that he/she is capable of continuing to work.
2. Personal leave will begin when, in the opinion of the employee's physician,
3. At the end of the normal recovery period after termination of illness, the employee must resume regular duties unless modified by a written statement for the attending physician to the Superintendent, that the employee is unable to return to work.
4. Each week thereafter and until such time that the employee is able to resume regular duties, the employee will submit a statement to the Superintendent from the attending physician indicating the employee is unable to work.
5. If a tenured employee has not accrued enough leave time to qualify for the necessary leave time needed, the Superintendent will allow a leave of absence without pay for the remainder of the needed period of time. At the end of the leave period, the employee will be reinstated to the same or comparable job without a decrease in salary, loss of promotional opportunities, or any other rights or privileges of employment.
6. If an employee is awarded Workers' Compensation benefits billable to the Gilmer County Board of Education, such employee shall receive personal leave compensation only to the extent such compensation is required, when added to the Workers' compensation benefit, to equal the amount of compensation regularly paid such employee. If personal leave compensation equal to the employee's regular pay is paid prior to the award of the workers' compensation, such amount which when added to the benefit, is in excess of the employee's regular pay shall be deducted from the employee's subsequent pay. The employee's accrued personal leave days shall be charged only for such days as equal the amount of personal leave compensation required to compensate the employee at the employee's regular rate of pay.

Approved for Review: April 29, 2002

Approval of Policy : May 13, 2002