

**ABSENCES AND LEAVES
FOR PROFESSIONAL & SUPPORT PERSONNEL**

All leave requests are subject to Superintendent's approval.

Administrative Leave

Administrative leave may be granted for school business conducted outside the school or the Division, and should be requested two weeks in advance. Prior approval is required from principal and/or superintendent. Administrative leave is not charged towards sick leave or personal business leave (BSBO 35).

Jury and Military Duty

School Board employees are excused for jury duty and job-related court appearances without loss of pay. Employees must provide proof of jury duty and any pay received is not required to be submitted to the School Board. Military and National Guard Activity Duty is to be excused for up to fifteen days without loss of pay. See Policy: GCBI/GDBI.

Family and Medical Leave

Employees should complete Family and Medical Leave Act paperwork when an absence is expected to last ten (10) or more working days. You are entitled to a base number of weeks as specified in federal law. Based on your years of experience with Bath County Public Schools, you will be entitled to extra weeks defined as follows: 0 – 5 years (only the federal requirement), 6 – 10 years (1 additional week), 11 – 15 years (2 additional weeks), 16 – 20 years (3 additional weeks) 21 + years (4 additional weeks). The Bath County School Board will be given updates as new information is presented and will need to make a recommendation regarding continued employment if an individual exceeds limits as specified above. See Policy: GCBE.

Maternity/Paternity Leave

An employee who becomes pregnant shall notify her principal and Division Superintendent by the fifth month of pregnancy and shall provide the Division Superintendent with a medical report from her attending physician including the anticipated day of delivery and a recommendation for a date for leave of absence. The date for leave of absence and for return to duty shall be agreed to by the employee, the attending physician and the Division Superintendent. Consideration shall be given to the employee's ability to perform her duties effectively. Maternity/paternity leave will be granted in a manner consistent with Policy GCBE - Family and Medical Leave.

Maternity/paternity leave is applied to sick leave. Should maternity leave be granted for the remainder of the school year, formal notification of the employee's intent to return the following year shall be made in writing to the Division Superintendent by April 15th.

Substitutes hired to replace employees on maternity/paternity, medical or other leave shall be hired only on a temporary basis.

Personal Business Leave

When it is necessary to conduct personal business during contract hours, staff members may request personal business leave. Personal business leave may not be taken immediately prior to or following a school holiday.

This leave (except emergency) should be applied for two weeks in advance and must be approved by the principal and superintendent.

Employees are granted two (2) personal business days per year; however, one (1) sick day per year may be used as a third personal leave day. This day is deducted from the employee's sick leave balance.

Up to two (2) unused personal days at the end of the school year are applied to the employee's sick leave.

Sick Leave

All full-time personnel are granted one day sick leave per month of employment.

Unearned sick leave may be anticipated only for the current year's contract. Unearned sick leave shall be deducted on the employee's final salary check.

Personnel may use sick leave for:

- 1) Personal illness.
- 2) Illness or death in the immediate family requiring the attendance of the employee for not more than five days. The "immediate family" of an employee shall be interpreted to include natural parents, adoptive parents, foster parents, stepmother, stepfather, wife, husband, children, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law and any other relative living in the household of the employee ("any other relative living in the household of the employee" is limited only in that the relative, however distant, must live in the household of the employee).
- 3) Appointments with doctor or dentist if no other appointment is available.
- 4) One sick day per year may be used for a third personal leave day. This day is deducted from the employee's sick leave balance.

Sick leave beyond the fifth consecutive day or when absences become excessive during the school year [an average of more than one (1) per month], may require a doctor's certification/return to work statement.

Compensation for unused sick leave shall be made only at retirement or death in service and will be paid to the last financial institution of record. Employees will be reimbursed for up to 100 unused days of sick leave at a rate of \$30.00 per day.

Employees who have unused sick leave in excess of defined Family and Medical Leave Act allowances can make application to be reimbursed at a rate of \$30.00 per day. Application must be made by April 15th. See Form: GCBD-R1-F1/GDBD-R1-F1.

Leave Without Pay

Leave without pay is not an employee option. When such leave occurs, a plan will be developed by the Business Office in a manner which is least impactful to the employee and employer to allow for reasonable recovery of those days.

Emergency Leave

The Superintendent has the authority to grant emergency leave. Examples may include but are not limited to extraordinary sickness or accident, physical damage to home, military deployment or return of family member, or other unusual or serious situations within the employee's immediate family.

Study and Travel Leave

Upon the Superintendent's recommendation, the School Board may approve grant study and travel leave.

Leave for Part-time Employees

Sick leave and personal leave is awarded according to an individual's full-time equivalent (FTE) status. (Example: A .5 FTE employee would earn .5 sick day per month of employment and 1 personal leave day per year.)

Vacations

Vacations for ten and eleven month personnel are established by the school calendar and employee contracts.

Vacations for twelve month personnel are established as follows:

- 1.33 days per month for 0-5 years experience with Bath County Schools
- 1.75 days per month for 6-10 years experience with Bath County Schools
- 2.00 days per month for 11 and above years experience with Bath County Schools

The following holidays will be granted: July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Day, New Year's Eve and Day, Martin Luther King Jr. Day and Memorial Day. Additionally, twelve month personnel will be provided with five (5) floating holidays. These must be used as of June 30th and will not be carried beyond said date, be at a time mutually satisfactory to the person and immediate supervisor(s), and will not be considered for compensation during any separation event.

Vacation leave is to be applied to all other leave.

Vacation leave must be requested two weeks prior and be at a time mutually satisfactory to the person involved, the immediate supervisor and the Division Superintendent.

Maximum allowable vacation days to be carried as of June 30th are 48.

No vacation days will be paid to personnel leaving the system except for retirement or death in service. At that time a maximum of 48 days at the person's daily rate of pay will be paid to the last financial institution of record.

Earned compensatory time must be used before vacation or other paid leave is used.
See policy: GAA - Staff Time Schedules.

Adopted: November 7, 2000

Revised: March 4, 2003; April 1, 2003; June 26, 2003; March 2, 2004; August 3, 2004; June 7, 2005; October 26, 2006; October 5, 2010; June 3, 2014; September 6, 2016; March 1, 2022; April 4, 2023

REF: GAA: Staff Time Schedules
GCBEA: Leave Without Pay
GCBE: Family and Medical Leave
GCBI/GDBI: Civic Duties