

## FULL-TIME LICENSED TEACHER LEAVE

### 1. SICK LEAVE:

- a. Licensed employees shall receive paid sick leave. Sick leave may be used for illness of the employee or her/his family member. A Doctor's certificate may be required at any time, at the discretion of the administration. Pregnancy disability will be treated as an illness. Doctor's appointments will be treated as sick leave.
- b. Sick leave will be accrued at a rate of ten (10) days per year for full time teachers. A maximum of forty (45) days may be carried over to the next year. After five (5) days of continuous sick leave, a doctor's excuse will be required.
- c. Any unused portion at the end of the contract year, above the thirty-five days allowed for carryover, will be paid back to the employee at a rate of \$25.00 per day.
- d. An employee may use sick leave when a family member dies. Sick leave will be used for time off on scheduled workdays.
- e. Family Member: Spouse, child, stepchild, foster child, parent, stepparent, grandparent, grandchild, sister, brother, and such relatives through marriage.

2. **PERSONAL LEAVE:** Three (3) days per year of personal leave may be taken without reduction in pay for full time teachers. One-week advance notification to the principal must be given. Personal leave may not be taken on Track and Field Day or the day of the school picnic, Any unused balance of personal leave, up to three (3) days, may be carried over into the next school year. **Any additional leave will be without pay. Form ACSB-5R must be completed and approved before leave is taken.**

3. **PROFESSIONAL LEAVE:** Professional leave may be granted if the full time teacher notifies the School Board well in advance and it meets with the Board's approval, and it applies to the teacher's area.

### 4. JURY DUTY LEAVE:

- a. Reasonable jury duty leave is if a teacher wishes to use a personal day then the teacher would receive her/his salary plus the jury duty pay but they would lose the day, or, it can be an approved absence from work, with the jury duty pay deducted from the teacher's salary.
- b. If a teacher were called as a witness for an employer related case, then the time away from work would be an approved absence. If the teachers were summoned as a witness in a personal case then the absence would not be paid or the teacher must take a personal day.

**POLICY ADOPTED: 12 June 06**  
**POLICY AMENDED: June 20, 2016**