

LEAVES / ABSENCES

SICK LEAVE – Board Policy File: GBRI, pg. 1 of 11

“Sick leave is defined as absence from duty as a result of any of the following:

1. Personal illness
2. Personal injury
3. Attendance upon an ill member of the employee's immediate family (parent, spouse, child, sibling); or illness of an individual with unusually strong personal ties to the employee
4. Death in the employee's family (immediate family, and including parent-in-law, son or daughter-in-law, brother or sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt); or death of an individual with unusually strong personal ties to the employee

Medical documentation may be required where abuse of sick leave is suspected.”

Employees may borrow sick leave to the extent that escrow funds are withheld for summer salaries and to the extent that such borrowed days may be accumulated within the current school year. Personnel employed on a twelve-month basis may not borrow sick leave. Personal Leave may be used for Sick Leave purposes. Sick Leave may not be used for Personal Leave purposes.

Employees may also take advantage of the Board's Sick Leave Bank, Family and Medical Leave, or Catastrophic Sick Leave when circumstances warrant.

SICK LEAVE BANK – Board Policy File: GBRI, pg. 5 of 11

Method by which an employee may have access to sick leave after exhausting earned sick leave.

“In accordance with Section 16-22-9 of the Code of Alabama, the Madison County Board of Education authorizes the operation of a Sick Leave Bank for all employees who wish to participate. Provisions of the bank, and those of Catastrophic Leave which is a component of the Bank, are monitored by a Sick Leave Bank Committee described herein.

Provisions of Sick Leave Bank Committee

1. Composed of 5 members
 - 4 members representing members of the Bank, elected each year to serve a one-year term for no term longer than five years.
 - Members representing Bank will be nominated by the Policy Advisory Committee and submitted to Bank members for vote.
 - 1 member representing the Board, appointed by the Superintendent and approved by the Board.
2. Committee will be responsible for guidelines and procedures for the uniform administration and operation of the Sick Leave Bank, to include Catastrophic Leave Provisions.

Provisions of Sick Leave Bank

1. Any employee who earns sick leave may participate in the Bank
2. To participate, an employee must deposit 5 days into the Bank. New employees, or employees without sick leave, will have 5 days credited to the Bank upon application to join. As days are earned, they will be deposited into the Bank until 5 days have been deposited.
3. An employee may borrow up to 15 days from the bank. Of the 15 days borrowed, 5 are those placed in the bank by the employee.
4. Sick leave days shall be repaid to the sick leave bank monthly as re-earned by the employee.
5. Before borrowing from the Bank, an employee must first use all other leave, to include sick leave, the two state-allocated personal leave days, and vacation time if applicable.
6. An employee may use donated Catastrophic Sick Leave days, if applicable, to repay 15 days borrowed from the Bank.
7. Upon termination of employment, any employee owing days to the Bank will have the value of those days deducted from his/her final pay.
8. The total number of days accumulated by an employee as allowed by law includes the 5 days donated to the bank.
9. Joining or withdrawing from the Bank must be done on forms provided by the Personnel Office.”

CATASTROPHIC SICK LEAVE – Board Policy File: GBRI, pg. 6 of 11

“In accordance with Section 16-22-9 of the Code of Alabama, the Board of Education provides Catastrophic Sick Leave to employees who are members of the Sick Leave Bank.

Provisions of Catastrophic Sick Leave

1. An employee who suffers a catastrophic illness as defined by this policy shall be eligible to apply for Catastrophic Leave according to the provisions of this policy.
2. Catastrophic illness is defined as any medical illness or injury, or medical illness related to pregnancy or childbirth, verified by a licensed physician which incapacitates the employee to the extent he/she will be absent from work for at least 20 working days.
3. Before using Catastrophic Sick Leave, an employee must first use all other leave, to include sick leave, the maximum number of days borrowed from the bank, the two state-allocated personal leave days, and vacation time if applicable.
4. To be eligible to participate in Catastrophic Leave, either as recipient or a donor, an employee must be a member of the Sick Leave Bank. An employee who wishes to participate in Catastrophic Leave but is not a member of the Bank, may participate by donating 5 days and becoming a member of the Bank.
5. An employee may donate no more than 30 days to another employee. No limit is place on the number of employees who may donate to a recipient.
6. Donated Catastrophic Sick Leave days may be used to repay days borrowed from the Sick Leave Bank.
7. Employees may use Catastrophic Sick Leave for him/herself or a member of the immediate family (husband, wife, mother, father, son, daughter, brother, or sister).

PROCEDURES FOR REQUESTING CATASTROPHIC SICK LEAVE:

1. Employee completes Catastrophic Sick Leave Request and a Catastrophic Sick Leave Transfer Authorization and forwards to the Personnel Office.
2. Personnel Office forwards to the Sick Leave Bank Committee.
3. Sick Leave Bank Committee considers request and makes a recommendation to the Board of Education through the Personnel Office.
4. The Board takes the committee's recommendation under advisement, and either approves or disapproves the recommendations.”

PERSONAL LEAVE – Board Policy File: GBRI, pg. 1 of 11

“An absence by an employee for personal business and/or emergencies.

Employees of the Madison County School System are entitled to five days of personal leave. These five days come from the following allocations: (Part-time employees would be entitled to leave commensurate with that portion of a day employed.)

- First two days - allocated by the State
- Additional three days - allocated by the local Board

Deductions from an employee's pay will be made as follows:

- First two days
No deduction from pay
- Additional three days
 - ❖ Employees with up to 10 years of service in the Madison County School System will have the cost of a substitute deducted for each day.
 - ❖ Employees with 10-12 years service in the Madison County School System will receive the third day without deductions, and will have the cost of a substitute deducted for the fourth and fifth day.
 - ❖ Employees with 13-15 years of service in the Madison County School System will receive the third and fourth day without deductions, and will have the cost of a substitute deducted for the fifth day.
 - ❖ Employees with 16 or more years of service in the Madison County School System will receive all of the three additional days without deductions.

RATES OF DEDUCTION

Certified employees will have the current cost of a substitute teacher deducted according to the guidelines above.

Non-certified employees will have \$19.00 per day deducted according to the guidelines above, except for certain employees based on number of hours worked per day.

PERSONAL LEAVE GUIDELINES:

1. If possible, the employee shall notify principal or immediate supervisor at least 24 hours prior to the absence so that adequate plans can be made to cover assigned responsibilities. No employee, as a condition of receiving personal leave, must divulge his/her reason for requesting personal leave.
2. Leave must be taken in minimum increments of one-half day.
3. No more than 10% of the faculty of a given school should be granted personal leave on any given day. Leave shall be granted by the principal on a first-request basis.
4. For accounting purposes, the first two days used by an employee shall be considered the state allocated days.
5. For certified personnel, unused personal leave from the first two state days will be converted to sick leave at the end of the employee's contract year, unless the employee notifies the Business Office in writing that he/she prefers to be reimbursed. Such reimbursement shall be at the same rate as paid substitute teachers.
6. For support personnel, unused personal leave from the first two days will be converted to sick leave at the end of the employee's contract year.
7. For both certified and support personnel, unused days of the last three days, allocated by the board, will be converted to sick leave with no option to be reimbursed."

FAMILY AND MEDICAL LEAVE – Board Policy File: GBRI, pg. 4 of 11

"The Madison County Board of Education complies with the Family and Medical Leave Act of 1993 and offers all employees extended leave for up to 12 weeks without pay for the following reasons:

1. Birth of a child
2. Adoption of a child or placement of a foster child
3. Care for a sick spouse, child, or parent
4. The employee's own serious health conditions

PROVISIONS

1. To be eligible for Family and Medical Leave, an employee must have worked for a total of twelve months
2. Prior to using reasons 1,3, or 4 above, the employee may use any or all existing accumulated sick leave, but extended leave without pay may not exceed 12 weeks, except in cases where the leave is allowable or required beyond 12 weeks due to the provisions of *Returning from Extended Leave* (page 9 of 11) within this policy
3. Leave for reasons 1 and 2 must be taken within one year of the date of birth or placement of the child
4. In cases where both spouses are employed by the Board, the combined amount of leave for 1 and 2 above is limited to 12 weeks
5. In 3 and 4 above, requests for such leave must be accompanied by certification from a health care provider to include at least the following:
 - a. The date of the serious health condition
 - b. The probable duration of the condition
 - c. The appropriate medical facts regarding the condition
 - d. If the leave is based on care of a spouse, child, or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue.
 - e. If the leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of his/her job
6. Benefits accrued by the employee prior to taking leave will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions as provided if no leave had been taken. If an employee

fails to return to work after the leave expires, the Board may recover the health benefits premiums paid by the employer during the leave period

7. When possible, the employee should give the Board a 30-day notice when requesting such leave, but when serving such notice is not possible due to extenuating circumstances, as early a notice as reasonably possible is expected”

MILITARY LEAVE – Board Policy File: GBRI, pg. 7 of 11

“Members of the United States Reserve components of the Armed Forces shall be entitled to military leave of absence from their respective teaching duties/assignments on all days that they shall be engaged in field or other training or another required service, without loss of pay, time, efficiency rating, annual vacation, or sick leave, but no such person granted such leave of absence with pay shall be paid for more than twenty-one (21) working days per year.

Leave request must be submitted in writing to the Superintendent for approval two weeks before the leave begins, with a recommendation for approval or rejection from the immediate supervisor.”

PROFESSIONAL LEAVE – Board Policy File: GBRI, pg. 4 of 11

“An approved absence for any teacher/employee to attend any professional meeting, conference, seminar, etc., that will upgrade the teacher's or employee's competence in his/her field of employment.

The Superintendent shall be authorized to approve leaves for professional reasons for periods not to exceed five (5) consecutive work days during the regular school year.

Periods of professional leave exceeding five (5) consecutive work days during the regular school year shall be approved in advance by the Board. All requests for professional leave during the regular school year shall be made to the Superintendent at least two (2) weeks before the effective dates. Requests for professional leave during the summer months shall be made in writing to the Superintendent on or before May 1 for the succeeding summer. Principals or immediate supervisors shall recommend for professional leave. Approval may be with full pay to the individual, with substitute salary deducted from the individual or with full pay deducted from the individual. (See Board Policy File:GBRI-A and Board Policy File:GBRI-E for guidelines and professional leave request form.)

The Superintendent shall be authorized to assign staff members to attend Board business functions and authorize substitutes if necessary. Such assignments shall not be considered professional leave.”

JURY DUTY/ELECTION OFFICIALS/WITNESS IN OR PARTY TO A LEGAL ACTION – Board Policy File: GBRI, pg. 3 of 11

“An absence by the employee due to a summons or subpoena from a proper legal authority.

Upon receiving a summons to report to jury duty, an employee shall on the next day he/she is engaged in his/her employment exhibit the summons to his/her immediate supervisor, and the employee shall there upon be excused from his/her employment for the day or days required of him/her in serving as a juror in any court created by the Constitutions of the United States or of the State of Alabama.”

EMERGENCY/LEGAL – Board Policy File: GBRI, pg. 3 of 11

“An absence by a teacher/employee of no more than two days for (1) a natural catastrophe such as a fire, tornado or flood, or (2) pressing obligations or meetings to which the teacher/employee is compelled to conform his/her time for the convenience or requirements of others such as to settle probate matters, adoption of a child, or induction in Armed Forces.

Emergency/Legal Leave requires notification by the teacher/employee to their immediate supervisor before leave starts.”

JOB RELATED INJURY – Board Policy File: GBRI, pg. 10 of 11

“The Board authorizes continuance of salaries of employees during absences due to job-related injuries without deducting earned sick leave days from the employee, provided the procedures are followed.

1. Upon the recommendation of the Superintendent and upon the presentation to the Board of satisfactory evidence demonstrating that the absence is due to or arising from a job-related injury, the Board may authorize the salary of an employee to be continued during absences due to job-related injuries.
2. Payments, from whatever public or publicly supported source derived, to an employee shall not exceed 100 percent of the employee's regular daily salary for each day absent.
3. Salary continuation for an employee for absences due to a job-related injury may be made only for temporary disabilities where there is a reasonable expectation of the employee returning to work. Salary continuation in no event shall exceed 90 working days. Each and all absences beyond three (3) days must have a physician's authorization to be absent due to the reported injury.
4. Employees who are absent from work due to job-related injuries which result in partial or total permanent disability will be informed of their rights to proceed for compensation before the Alabama State Board of Adjustment, authorized by the Code of Alabama 1975, Section 49-9-62.”

LEGISLATORS AND OTHER ELECTED OR APPOINTED OFFICIALS – Board Policy File: GBRI, pg. 8 of 11

“Teachers and employees of the school system who are elected or appointed to public office must first use available and appropriate leave when attending to duties of the office to which they are elected or appointed, during the hours they would otherwise be attending to school system duties.

When teachers or employees who are elected or appointed public officials take available and appropriate leave from duty to attend to duties connected with the elected or appointed office, the actual cost of a substitute will be deducted from their salary. If the elected or appointed employee is on leave without pay, no cost of a substitute will be deducted.

When all leave available to the teacher or employee elected or appointed public official has been exhausted, he/she must take leave without pay.

Teachers and employees who are elected or appointed officials must present a schedule of official meetings related to the office of the Superintendent no later than July 1 of each year for the succeeding school year. Leave requests exceeding five (5) days during the employees contract period must be approved in advance by the Board.”

EXTENDED LEAVE – Board Policy File: GBRI, pg. 4 of 11

“Extended leave is defined as leave beyond that granted for other reasons within Policy FILE:GBRI, and for lengths of time beyond which leave is allowable for other reasons in this policy. Extended leave requests must be made in writing on proper forms contained within this policy.”

EXTENDED LEAVE FOR REASONS OTHER THAN THOSE ALREADY LISTED WITHIN THIS POLICY:

“The Board will grant leave for reasons other than those already listed within this policy on a case-by-case basis, using the following as guidelines:

1. The leave must be requested on proper forms contained within the Rules and Exhibits manual (see policy FILE: GBRI-Ec).
2. Employees will be allowed to take extended leave for up to one full academic year during a five-year period. Extended leave will not count toward an employee's pay status, e.g., an employee that takes extended leave for more than one-half of the contract year will not receive a step increase for the year on leave.
3. Employees will be considered for extended leave other than those already listed within this policy.
 - a. To attend school and/or training at the employee's expense to increase his/her rank, add additional certification, and/or improve job performance.
 - b. To fulfill required military obligation (see Military Leave within this policy).
 - c. Other reasons acceptable to the Superintendent and approved by the Board.

RETURNING FROM EXTENDED LEAVE

Instructional Employees - An instructional employee is defined as a certified employee or one authorized to work in an assignment otherwise held by a certified employee, whose principal function is to teach and instruct students. Such employees, who request extended leave for periods of five weeks or more, and the leave period ends within the last three weeks of school, may be required to continue such leave for the duration of the school year. Such requirement must be understood before the beginning of the leave period.

All Other Employees - Employees other than instructional employees may return from extended leave according to the provisions of the type leave taken with in this policy.”

ABSENCES WITHOUT LEAVE – Board Policy File: GBRI, pg. 10 of 11

“An employee may be absent from work without pay for a cumulative total of no more than five days during a contract year with the Superintendent's, his/her designee's, or employee's immediate supervisor's approval. An employee is not entitled to more than five absences without approval of extended leave according to the provisions of this policy.”