

IV. Discretionary Leave

- A. Each certified staff member will be granted 10 discretionary leave days per school year. The first ten days of leave will be deducted from the current year discretionary days. After all discretionary days have been used an employee may then use their accumulated sick leave days for the following reasons.
1. Personal illness
 2. Illness or death of a spouse, child, sibling, parent, in-laws, grandparents, grandchildren, aunts or uncles.
 3. Special appeals to the building administrator for approval may be given for the death and illness of friends of the employee.
- B. Guidelines for leave:
1. Application for leave that is intended to be used for anything other than illness must be submitted to the building administrator 48 hours prior to the date of leave. Building administrators have the discretion to wave the 48 hour provision.
 2. A copy of the leave request will be sent to the Superintendent for his signature. It then will go to the payroll clerk.
 3. Employees may not take more than 2 consecutive days of leave.
 4. No leave shall be granted before or following a holiday, vacation, parent teacher conference, district in-service or in the first or last 5 days of school. Appeals of this guideline may be made to the building principal he must approve the leave and then it is sent to the Superintendent for his approval.
 5. No more than 3 employees will be granted leave on the same day without building administrators approval. Days will be award to those staff members making first requests.
- C. Accumulated Sick Days
1. Employees may roll up to 10 unused leave days into their accumulated sick days account. A maximum of 80 days can be accumulated. Any teacher that accumulates 80 days into their account may be compensated for any unused discretionary days at a rate of \$35 dollars per day. Payment will be made in their June checks.
 2. Teachers may use 10 accumulated sick days for bereavement once their discretionary days are exhausted. Bereavement is outline in Section A, 2 and 3.
- D. Separation from Employment

1. Upon a teacher's separation from employment due to retirement, termination or resignation the board will pay \$15 dollars per day for each unused accumulated sick leave up to a maximum of 80 days.

Misuse of discretionary provisions is subject to the reduction of one day's salary of the certified staff member in question for each day absent.