

LEAVE POLICY

This policy shall apply to all employees of the District except those covered by an applicable negotiated agreement. Leave days shall be charged only in one-half or whole days.

Sick Leave: An employee who is absent from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family shall be allowed Sick Leave. Immediate family includes the employee's spouse, parents, grandparents, children, siblings, surrogate parents, grandchildren, any person for whom the employee is legal guardian, or corresponding in-laws. Sick Leave may be used for dental and/or medical appointments.

Sick Leave shall be provided as follows:

Teachers and Administrators and Support Employees:

10 month contract = 10 days per school year

11 month contract = 11 days per school year

12 month contract = 12 days per school year

Sick leave shall be cumulative from year to year up to a total of 120 days of sick leave which may be used for absence from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family. In addition, teachers and administrators may accrue unlimited days of sick leave for purposes of transferring to the Teachers Retirement System for creditable service towards retirement.

According to applicable law, employees may transfer sick leave from another school district. The employee shall utilize transferred sick leave prior to utilizing any sick leave granted by District. The District shall not compensate an employee for any accrued, unused sick leave transferred from another school district.

An employee who is going to utilize sick leave shall notify his/her supervisor as much in advance as possible and may be required to provide documentation of illness in certain circumstances, including, but not limited to, when sick leave is taken on days of unusual or inclement weather, during the last two weeks of school or prior to the end of employment, immediately preceding or following holidays or non-work days, when an employee uses sick for more than 5 consecutive work days, or whenever cause exists to believe that Sick Leave is being miss-used.

In addition to the sick leave set forth above, when a certified teacher has exhausted all accumulated sick leave and is unable to return to work due to personal accidental injury, illness or pregnancy, the employee shall receive, for a period of not to exceed twenty (20) days, the full

contract salary less the amount normally paid a substitute for his/her position even if a substitute is not hired.

Sick Leave Sharing: The District hereby adopts a Sick Leave Sharing Program to be administered in accordance with the applicable law and District regulations.

Personal Business Leave: Marietta Public School permits a maximum of three personal leave days. An employee wishing to utilize personal business leave must notify the building principal or his/her supervisor in writing in advance and the request for personal business leave must be approved in writing before being taken by the employee. Personal business leave is not cumulative and employees shall not be compensated for such leave if not used; however, an employee's personal business leave may be reclassified as accrued but unused sick leave if not used by the end of the fiscal year.

Personal business leave will not be granted on a professional day or the first day or last day of a contract period. Personal business leave will not be granted on the day before or after a holiday. Personal business leave may be used for bereavement.

Bereavement Leave: Full-time employees, upon application and prior approval by the Superintendent may be granted three (3) days of non-cumulative bereavement leave.

Family and Medical Leave: Pursuant to the Family and Medical Leave Act of 1993("FMLA"), an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period and all teachers shall be allowed up to twelve (12) weeks of unpaid leave for the following reasons: 1) the birth or adoption of a child; 2) because of any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation; 3) for the employee's own serious health condition; or 4) to care for the employee's spouse, child, or parent who has a serious health condition. In addition, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12 month period to care for the service member. This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. For purposes of the FMLA, a year shall be considered the District's fiscal year. Prior to taking unpaid leave, an employee must utilize an accrued paid leave to which the employee is entitled. An employee may be required to provide certification from a physician of the necessity for such leave, including the date the condition began, the anticipated duration, and medical facts regarding the condition.

Military Leave: All employees shall be excused from employment for military leave according to applicable law.

Jury Duty Leave: School employees duly summoned to jury duty shall be granted a leave for jury service. During the leave for jury service, the employee shall be paid the full current salary. The employee shall provide evidence of such service to the Superintendent. Notice of jury duty is to be made to the Principal.

Leave of Absence: Any employee who has been employed full-time for at least three (3) consecutive years with the District may request an unpaid leave of absence for a period which shall not exceed one school year in duration. Requests for such leave must be made in writing, submitted to the Superintendent, and contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits of the request. Requests must be submitted by the 1st of April preceding the commencement of the requested leave. As a condition of approval, the employee must state that the reason for the leave is not for the purpose of accepting other employment or other activities for direct personal financial gains. A leave of absence may be used when all other applicable leave has been exhausted and the employee is unable to return to work. The Board shall determine if an employee's request for a leave of absence is to be approved, and approval of a leave of absence is contingent upon the needs of the District. The following are examples of reasons that are appropriate:

- Approved study
- Approved travel
- Sabbaticals
- Approved special assignments
- Family responsibility

An employee who returns to work after an approved leave of absence shall be returned to the position previously held or to another comparable position for which the employee is qualified. Employees will return at the salary step on the salary schedule that is commensurate with his or her years of teaching experience and degree. Employees on an approved leave of absence may participate in and pay for continued insurance coverage or professional memberships.

Professional Leave: The Superintendent may authorize leave for an employee to attend professional conferences, conventions and/or meetings. Requests for Professional Leave shall be submitted in writing to the Superintendent sufficiently in advance of the beginning of the proposed leave.

Vacations: Support personnel of Marietta School District employed on a twelve-month basis shall receive credit for ten days of paid vacation per year, accrued at the end of the first year of employment.

- A. At the end of six consecutive years of 12 month service, one additional day will be added, and every year thereafter for a maximum of 15 days.
- B. At the discretion of the superintendent, five earned vacation days may be taken one day at a time during the school year.
- C. Vacation time can be accumulated and carried over from one school year to the Next, but must be used within 4 months of "carry over" date.
- D. Vacation days will be requested in writing and approved at the discretion of the immediate supervisor.
- E. For purposes of "Vacation", an eligible support employee must be contracted on a 12 month basis or a minimum of 1050 hours over a 12 month period. Vacation days will be pro-rated accordingly. (Less than 12-month contract basis does not qualify for vacation pay).

Holidays: Full-time 12 month support employees are entitled to time off with pay for holidays that are observed by the school district as specified by contract. Designated holidays are:

- A. New Year's Day
- B. Martin Luther King Jr. Day
- B. Memorial Day (Last Monday in May)
- C. Fourth of July
- D. Labor Day (First Monday in September)
- E. Thanksgiving Day and Friday After
- F. Christmas Eve and Christmas Day
- G. New Years Eve

The board reserves the right to add other holidays it deems appropriate.

The Superintendent may, in his or her discretion, excuse support employees from working on other days when school is not in session, such as Spring Break, Winter Break, in-service days, or other such days.