

EMPLOYEE LEAVES AND ABSENCES

Employee Attendance

The Patrick County School Board employs personnel to provide an instructional program for its students. The program is centered around 180 days of instruction in a clean, safe environment, providing transportation and a school lunch program. The school board seeks the best qualified persons to carry out their mission and expects employees, once hired, to be on the job. The school board considers the 180 days of instructions as critical need days which possess the highest intensity of need.

Realizing that human needs exist beyond the school system and beyond human control, the Patrick County School Board has established a generous policy to accommodate absences. These policies are defined in Sections GCBD – R of the Patrick County Public Schools Policy Manual.

To insure that leaves and absences are used in a way that promotes the best interest of the school system and that the policies have the effect of their intention the following quality control measures are incorporated:

1. Any employee who misses more than five (5) consecutive days will be required to have a doctor's excuse or approval by the Superintendent or his/her designee for the absence.
2. After ten (10) days cumulative absences during any one (1) contract year, each employee will have his/her attendance record reviewed by the superintendent or designee to determine the nature of the absences.
3. Illness or death in the immediate family shall be limited, in any one case, to five (5) days absent regardless of a return to work.
4. Cumulative absences in excess of twelve (12) days in a contract year which are not covered by leave of absence or superintendent's approval will necessitate a performance evaluation review.

Any exceptions to policy must have prior approval of the Superintendent of Schools.

A. Paid Leave

1. Sick Leave

a. Generally

Full-time certificated employees shall earn one (1) day of sick leave for each month or major portion of a month of employment. There is no limit to the number of sick days that may be accumulated for employees hired prior to January 1, 2014. Employees hired after January 1, 2014 may accumulate up to ninety (90) sick leave days.

b. Transfer of Credit

A certificated employee who transfers to the Patrick County School Division from another school division in Virginia may transfer up to one hundred twenty (120) sick leave days. A statement from the superintendent of the school division from which the employee is transferred shall be required to establish the exact number of days accumulated by the employee.

c. Termination Pay for Unused Sick Leave

Employees who are retiring from service under the regulations of the VRS and who have accumulated sick leave days shall receive payment at the rate of ten dollars (\$10.00) per day for up to one hundred twenty (120) unused sick leave days. Employees who are terminating employment in this school division and who have accumulated sick leave may elect to transfer their unused days to their new employer, if acceptable, or to accept payment at the rate of ten dollars (\$10.00) per day for up to one hundred twenty (120) days of unused sick leave days. The employee may not accept payment and transfer accumulated sick leave.

d. Allowances

The employee may use sick leave days with pay for personal illness, including quarantine, or illness or death in the immediate family requiring the attendance of the employee for not more than five (5) days in any one case. Employees new to the division shall not be paid for sick leave time unless they have reported for duty in accordance with the terms of their contracts. Employees who have earned and have accumulated sick leave in the previous year may use sick leave credited to them as of June 30 without having to report for duty at the beginning of the school year.

e. "Immediate Family" Defined

The "immediate family" of an employee shall be regarded to include natural parents, adoptive parents, foster parents, stepmother, stepfather, wife, husband, children, brother and sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild and any other relative living in the household of the employee. ("any other relative living in the household of a employee" is limited only in that the relative, however distant, must live in the household of an employee.)

f. Physician's Certificate

The superintendent may require a physician's certificate to verify an excuse for absence due to illness.

g. Anticipating Sick Leave Days

An employee may use sick leave days anticipated during the coming year. Should the employee fail to earn the anticipated days, monies equal to the employee's pay for these days shall be deducted from his/her final paycheck.

h. Pregnancy Leave

Employees who become pregnant may elect to resign or to use a combination sick leave days without pay as permitted under the Family and Medical Leave Act. (See File: GCBE) The Patrick County School Board will allow up to six weeks of eligible sick leave to be used for normal pregnancies. Sick leave used beyond this time must be requested by a physician. Employees who elect to resign and subsequently apply for reemployment will be considered on the basis of the individual's professional qualifications without prejudice or penalty.

i. School Related Leave

Employees who are absent from the assigned duties and their absence is provided for under the policies and regulations of the board or school related and approved by the superintendent shall be absent without loss of pay.

j. Extended Personal Leave

Employees who extend the personal leave beyond two days but approved the superintendent shall receive no pay for the period of absence unless approved by the board.

2. Personal Leave

Full-time employees may use two personal leave days during the school year. Days not used as personal days will be added to the employees' accumulative sick leave days. Personal leave shall not be taken on days immediately before or after a holiday, on scheduled in-service/workday days, or on scheduled exam days. Exceptions to the above policy, only in case of emergency, may be granted by the superintendent of schools or his designee.

3. Holidays

Employees on the standard teaching contract will be given paid holidays as stipulated in the annual school calendar. Employees in a twelve month contract will be given paid holidays as stipulated in the annual school calendar.

4. Vacations

Full-time twelve (12) month personnel shall earn vacation days with pay at a monthly rate depending upon their years of service as full-time twelve (12) month employees in this school division. Employees classified as full-time twelve (12) month employees shall earn vacation days at the rate of one (1) day per month, or major portion thereof, for the first five (5) years of employment in this classification. Beginning the sixth (6) year, the employee shall earn vacation days at the rate of one and one-fourth (1 $\frac{1}{4}$) days per month or major portion thereof through the tenth (10th) year. Beginning with the eleventh (11th) year and thereafter, the employee shall earn vacation days at the rate of one and one-half (1 $\frac{1}{2}$) days per month. Earned vacation days should be used by the employee each year. However, an employee may accumulate vacation days up to the maximum earned in one year (1) plus 10 days. The Superintendent shall approve the scheduling of vacation days. No employee's vacation schedule shall interfere with the normal operation of the schools or disrupt the working schedules. At the time of termination of employment as a full-time twelve (12) month employee, the employee shall be paid for unused vacation days at the employee's current per diem rate of pay based on a 260 day work year up to the maximum amount of accumulation or the current balance, whichever is less. Any unused vacation days above what may be accumulated will be added to an employee's accumulated sick leave days at the end of the fiscal year.

B. Unpaid Leave

1. Civic Leave

The school board encourages involvement of employees in public service so long as such service is consistent with the board's Philosophy and Goals.

2. Military Leave – Reserve Training

Employees who are members of the National Guard or an organized military service of the United States and, as such, are required to report for training periods, may be granted military leave without pay, given according to federal and state statutes. This leave shall not exceed fifteen workdays during any fiscal year.

Conditions

a. Upon receipt of official notice to report for duty, a written request for military leave with a copy of the official orders shall be submitted to the superintendent or designee.

b. When possible, military leave for employees on less-than-twelve-month contracts shall be arranged during non-duty periods.

3. Court Appearance Leave

Leave of absence may be granted for employees to serve on a jury or to attend court as a witness under subpoena. Employees who are absent for jury duty shall be paid the difference between contractual salary and payment for jury duty. If an employee is involved in a personal case, either as a plaintiff or a defendant, he/she may not be granted court appearance leave. The time may be charged to personal leave, vacation leave or leave without pay.

4. Leave of Absence

The school board may grant a leave of absence for one year for personal illness or for advanced studies, including student teaching, or reasons acceptable to the board. Such leave shall be without pay. An employee granted a leave of absence may be reemployed following the leave of absence, if desired by the employee, to a position equivalent to the position held prior to the leave. During the leave of absence, the employee may participate in the group hospitalization plan by paying the current employer and employee premium rate. Re-employment is not guaranteed but the employee will be given preference if an appropriate position is available.

5. Leave for Summer Study

For instructional personnel employed on a twelve-month basis, leave for summer study shall be allowed under the following conditions:

- a. Up to six (6) weeks leave shall be granted every third summer for study provided two (2) of these six (6) weeks are earned vacation time. No additional vacation shall be allowed that particular summer.
- b. To qualify for this six-week leave, an employee must have been employed by the county school board for at least the two (2) previous years and must be under contract for the school year immediately following. An exception may be allowed for a person who must meet certification standards.
- c. Any individual accepting summer school leave who later requests and is granted a release from contract, shall refund all salary received during the period of absence while in summer school and exclusive of any earned vacation. The salary refund shall be required at the time of release from contract.

- d. Any and all summer school leave shall be scheduled and shall be with the express consent of the school board and/or division superintendent. In no case shall the leave excuse an individual from normal responsibilities in connection with preparation and planning for the following school year.
- e. Requests for absence not covered by these regulations may be granted but with forfeiture of salary for the full period of absence exclusive of any earned vacation.

Support Staff Leave and Absences (GDBD-R Incorporated)

Full-time support personnel (secretaries, custodians, assistants, etc.) shall earn one (1) day of sick leave each month or major portion of a month of employment. Bus drivers shall earn one-half (1/2) day of sick leave each month or major portion of a month of employment. There is no limit to the number of sick days that may be accumulated.

A bus driver will be permitted to use a maximum of two days annually of accumulated sick leave for personal reasons. Prior arrangement for the personal leave must be made with the Director of Transportation. A driver missing one run in a day due to illness will be charged one-half (1/2) day sick leave. A driver missing both runs in a day due to illness will be charged one (1) day sick leave. Allowances for the use of sick leave days for support personnel would be the same as for certificated personnel.

Adopted: June 11, 2001
Revised: February 4, 2010
May 13, 20110
April 12, 2012
June 4, 2015
November 12, 2015
May 11, 2017