

The following general guidelines will apply regarding absence from duty:

1. Requesting leave. Anytime you are going to need to be absent (even if it is for a school function or a workshop), email your supervisor to request leave for that date. An employee wishing to take discretionary personal leave must submit a request three days in advance of the anticipated absence.
2. Reporting leave. Once you have received a response from your supervisor approving your request, submit a *Leave Report Form* through google docs/forms. Anytime you are absent, even for field trips, workshops, etc., you must submit a *Leave Report Form*. This must be done immediately upon your return to work.
3. In accordance with DEC(LOCAL), an employee absent three consecutive days for personal illness or for illness in the immediate family must submit appropriate medical documentation to the principal or immediate supervisor.
4. For nondiscretionary absences, an employee must notify the principal or immediate supervisor by 6:00 a.m. if at all possible on the day of absence in order that arrangements can be made for a substitute.
5. Discretionary use of state personal leave shall not exceed three consecutive workdays. Discretionary use of leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, or professional or staff development days.
6. Absences are recorded in units of one-half days or full days. An absence of less than four hours will be counted as a one-half day absence. An absence of more than four hours will be counted as a full day absence.
7. Available leave benefits will be reported to each employee by the payroll office at the beginning of each school year.
8. A new employee will not be eligible for sick or personal leave until he or she has completed at least one whole workday in the District.
9. A record of leaves and absences will be kept in the payroll office.

#### Extended Sick Leave

After all available state and local leave days have been exhausted, a full-time employee may be granted a maximum of 20 days of extended sick leave to be used for the employee's catastrophic illness or injury or for absences related to the catastrophic illness or injury of a member of the employee's immediate family.

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time.

A written *Request for Extended Leave / Sick Leave Pool* (exhibit E) must be accompanied by medical certification of the illness or injury using the district form *Physician's Statement for Extended / Catastrophic Leave* (exhibit D).

For professional employees, the average daily rate of pay of a substitute will be deducted for each day of extended leave taken, whether or not a substitute is employed. For employees other than professionals, an

amount equal to one-half the individual employee's daily rate of pay will be deducted for each day of extended sick leave taken.

Extended leave is provided for the current school year only. Extended leave is unavailable at the close of the school year or contract period and does not carry on at the beginning of a new school year, whether all 20 days of leave have been used or not. Employees have access to state and local leave at the beginning of each school year.

### Sick Leave Pool

An employee who has exhausted *all* paid leave, including extended sick leave and vacation leave, and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool. The term "immediate family" is defined in school board policy DEC (Local).

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time.

Normal conditions of pregnancy or elective surgery are not conditions for which catastrophic leave is permitted. Complications resulting from pregnancy will be treated as any other condition.

1. Potential recipients of leave from the pool must have been employed by the district for at least 6 months.
2. The employee in need of the sick leave pool, or the employee's agent, must complete the *Request for Extended Leave / Sick Leave Pool* form (exhibit E).
3. In order to establish a sick leave pool, the employee requesting the pool, or his/her agent, must have his/her physician complete the *Physician's Statement for Extended / Catastrophic Leave*. The pool will not be established until Physician's Statement is received.
4. Once the pool has been approved by the superintendent, all district employees will be notified of such.
5. District employees who wish to donate to the pool may donate no more than two days for the sick leave pool. Only local leave may be donated. Employees wishing to donate local days to the pool must complete the appropriate form (DEC exhibit F) indicating that they are donating one or two local leave days to the pool.
6. The sick leave pool may last no longer than 90 days of the school year.
7. Donated days will be randomly chosen for use. Local leave days of employees randomly selected will be reduced as they are used each month. Employees will be notified if they are randomly selected for the donation of a day.
8. Upon the end of the need for the sick leave pool, the unused donated days will be available for use by the employee who donated them.
9. The sick leave pool shall cease when: the employee no longer needs the pool, the employee has used all 90 days allowed, or all leave days donated to the pool have been exhausted.
10. The sick leave pool is provided for the current school year only. The sick leave pool is unavailable at the close of the school year or contract period and does not carry over to the beginning of a new school year. Employees have access to state and local leave at the beginning of each school year.