

ATTENDANCE AND LEAVE INFORMATION SHEET

INSTRUCTIONAL EMPLOYEES/TEACHERS

Instructional Employees Eligible to Accrue and Use Leave

All employees appointed in classifications included in the Instructional Bargaining Unit and covered by the terms of the collective bargaining agreement between the Leon Classroom Teachers Association and the Leon County School Board.

- **Exceptions** - OPS, Hourly, and Instructional employees appointed less than 3.76 hours/day

Applicable Leave Types for Instructional Employees

Paid Leave

- **Sick**
 - Accrue 4 days at beginning of year ("up front" days), total of 10 days per year (1 per month); hours earned are proportional to hours appointed
 - Unlimited accrual
 - Earned for any month in which employment begins on or before the 15th, or when employee leaves on or after the 15th
 - Use for medical appointments and illness of employee or family member
 - Paid only at retirement from District; may sometimes transfer to a subsequent employer
 - Leave Request Form ordinarily to be submitted for approval at least 2 workdays in advance
 - If unexpected illness or other emergency, notify ASAP (at least 90 minutes before start of workday for teachers) and submit a leave slip no later than 3 workdays upon return.
 - After 10 days absence, supervisor may request employee to submit completed leave request form before returning to work
 - May ask for statement from medical provider after 10 days absence or when there's excessive absence or evidence of misuse
 - Available for medical issues related to pregnancy and childbirth (use in conjunction with unpaid Parental Leave)
 - May transfer sick leave to family member if they have exhausted all accrued leave – must complete transfer paperwork including physician's statement
 - Sick Leave Bank. Participating employees may access additional paid leave if eligible.
- **Personal/Emergency**
 - May use up to 6 days of Sick Leave per year for Personal
 - May use up to 2 days for Emergencies
 - Can refuse to grant Personal Leave if 15% or more of bargaining unit employees at a site would be absent
- **Workers' Compensation**
 - Up to 15 days leave for injuries received in course and scope of employment (up to 90 days if injury results from violence inflicted by student or parent)
 - May cover 2/3 of time away from work if unable to return after 15 days; can supplement with accrued paid leave (sick, annual)
 - Must timely file Notice of Injury with Risk Management Office
 - May be returned to work in "light duty" status with work restrictions
 - Provide appropriate documentation
- **Leave for Contracting Communicable Disease at Worksite**
 - Site administrator provides written verification of likelihood that disease was contracted at worksite (pinkeye, lice, etc.)
 - Up to 3 days per fiscal year
 - Not applicable to colds, flu
- **Bereavement**
 - 3 days per fiscal year for death in immediate family
 - 5 days if the employee must travel more than 250 miles one way
 - Can use other accrued leave for subsequent deaths in same year
 - Ordinarily use within 20 workday of death
 - Provide appropriate documentation (obituary, etc.)
- **Court Appearance**
 - Summoned as juror, as a defendant or witness in action arising out of or in course of employment with District, or as a witness in civil or criminal action in which employee is not defendant or plaintiff
 - If dismissed from jury duty or excused from witness stand prior to 11 a.m., the employee is to return to work. Provide appropriate documentation (not jury duty summons) which is to be attached to the leave request
- **Military**
 - Granted for up to 30 days per year for members of Reserve or National Guard called to duty
 - Provide appropriate documentation that equivalent training couldn't be provided on non-work time.
- **Annual Leave**
 - Available only to employees appointed on twelve months appointments.
 - The only Instructional employees appointed on twelve month appointments are Athletic Directors.

Unpaid Leave

- **Short-term** (10 days or less)
 - Unusual and compelling circumstances including medical, family care, professional

- Ordinarily request at least 10 workdays in advance
- **Long-term** (more than 10 days)
 - PSC and CC teachers only, except in compelling circumstances
 - Ordinarily request at least 40 workdays in advance
 - At discretion of Board; weigh impact on site, benefit to District and employee
 - Limited to 2 years within 5 years period; ordinarily taken in semester increments
 - Employees may work during leave, if consistent with reason leave was requested
 - Timely notify site administrator of intent to return or request additional year leave; if not, treat as resignation (if on year's leave, notify between Feb. 15 & Mar. 15)
- **Family & Medical Leave**
 - Provides up to 12 weeks/year of unpaid leave to eligible employees who have requested on District form and provided necessary documentation including physician certification
 - Must have worked at least 12 months and at least 775 hours, or 60% of hours in appt. if greater, during preceding 12 months
 - Participant receives Board contributions to health insurance premiums
- **Parental Leave**
 - Period of up to one year from beginning of pregnancy or one month before placement of adopted child
 - Provided a qualified placement is available
 - Ordinarily submit leave request at least 30 workdays in advance
 - May request an additional year
 - May take Sick Leave only if physician certifies that employee is unable to perform duties due to pregnancy or childbirth

Holidays

- 6 per year; designated annually by district
- Must be in pay status on workday prior to holiday to be paid for holiday

Temporary Duty

- Authorized participation away from worksite in activity benefiting District including meetings, training, etc.
- Includes up to 3 days total for preparation for National Board Certified Teachers exam

Compensatory Time

- Earned only for duties assigned in advance by site administrator beyond teaching day essential to objectives of course or program
- Assignments accruing Comp Time determined by Principal in cooperation with Shared Decision-making Council (SITE) if one exists
- Used only with prior approval on planning days and at end of school day after student hours or other times that would not require a sub
- Time lapses at end of year; does not accrue and is not paid for
- NOT same as Comp Leave for hourly employees

General Provisions

- Requesting Leave. Leave Request Form ordinarily to be submitted for approval at least 2 workdays in advance
 - Personal Leave - submit request 3 workdays in advance if requesting 4 or more consecutive days of Personal leave
- Excessive Absence
 - Pattern of absence (paid or unpaid) that affects employee's ability to carry out essential functions of his/her position
 - May address through discipline or evaluation process
- Can use leave ONLY if employee has already accrued it and is scheduled to work on the day it's proposed to be used
- Abandonment of Position. Absent three or more consecutive days without authorization. Treat as resignation after advising employee.

Americans with Disabilities Act – Application to Attendance and Leave

- Employee who suffers from a disability, i.e., one who suffers from a mental or physical impairment that substantially limits one or more major life activities, is eligible for the provisions of the ADA.
- Impairments include, but are not limited to: visual, speech, and hearing impairments; mental retardation, emotional illness, and specific learning disabilities; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; orthopedic conditions; cancer; heart disease; diabetes; and contagious and noncontagious diseases such as tuberculosis and HIV disease (whether symptomatic or asymptomatic).
- Eligible employee must be provided reasonable accommodations necessary for him/her to perform the essential functions of this position. Accommodation may include use of accrued or unpaid leave on a reasonable basis – not an unlimited right to be in leave status.
- If employee cannot perform essential functions of position, employer must provide him/her an opportunity to work in another available position in which he/she can carry out its essential functions.