

## **GCCAB—Certified Staff Personal, Emergency, Legal, Religious, and Bereavement Leaves**

### **Personal Leave**

The intent of personal leave is to allow an eligible School employee the "professional" discretion to use these days when personal business, religious, or emergencies occur.

Fulltime employees shall be granted three (3) paid personal leave days annually. A fulltime employee may accrue six (6) personal leave days. This leave is neither subject to reimbursement upon the employee's separation from the School nor affects retirement calculations.

This leave may not accrue beyond six (6) personal leave days. This leave is neither subject to reimbursement upon the employee's separation from the School nor affects retirement calculations.

If an employee should not use any or all of the personal leave days allowed during the fiscal year in which it is granted, the leave days will carry over to the next fiscal year not to exceed a total of six (6) personal days.

A discretionary leave day is not to be taken just prior to or immediately following a holiday, school break, or the first or last two (2) weeks of the school year.

### **Emergencies**

Employees shall use personal days as needed for emergencies.

### **Jury Duty**

It is recognized by the Board that no employee is exempt from jury duty, and that leaves of absence for such duty must be granted. As such, the following shall establish the basic parameters of the leave:

- The employee shall be paid full salary while on jury duty.
- It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed.
- An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed.

### **Religious Leave**

Employees shall use personal days as needed for religious responsibilities.

### **Bereavement Leave**

An employee may be absent up to a maximum of four (4) days due to a death within the immediate family. The maximum number of days allowed for bereavement may be

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Adopted: \_\_\_\_\_ Revised: \_11/21/13\_\_\_\_\_

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increased by three (3) days with the Administrator's approval. These days shall not be deducted from the employee's leave benefits.

The immediate family is considered to be:

- Spouse
- Children
- Sons- or daughters-in-law
- Parents
- Parents of spouse
- Grandparents
- Grandchildren
- Siblings
- Brothers- or sisters-in-law

Upon approval by the Administrator, an employee may be absent up to a maximum of two (2) days because of illness or death of a close associate.