

GCC—Certified Staff Leaves and Absences

Leave Benefits

Unless contractually agreed upon otherwise, the Board provides paid, leave benefits for full-time employees only. It is expected, unless stipulated otherwise in policy, employees will provide adequate notice for leave requests reflecting the exigency of the situations.

Excessive Use of Leave

When employees are frequently absent from work, this takes a toll on the quality of District services and the level of staff morale. When an employee has exhausted ten (10) days of sick leave, this may trigger a review by the Supervisor. In order to encourage the appropriate use of leave, employees may be subject to discipline or termination for the excessive use of leave.

Excessive use of leave may include, but is not limited to:

- Establishing a pattern of being absent on the same day of the week over a period of time.
- Establishing a pattern of being absent before or after a holiday or weekend.
- Repeated use of leave without pay.

Absent Without Leave

An employee shall be deemed "absent without leave" when absent from work because of:

- A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; or
- A reason that does not conform to any policy currently in effect; or
- Failure to report to work without prior notification to the Administrator.

In no case shall an employee be compensated for time lost due to being absent without leave.

An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee's return.

Sick Leave

Sick leave is a designated amount of compensated leave that is to be granted to a fulltime staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Each full-time employee shall accrue twelve (12) days of sick leave annually accumulating up to 150 unused days of sick leave. Upon retirement, unused sick leave shall be reported to the public employee retirement system.

Family, for purposes of sick leave, shall be defined by the current Family and Medical Leave Act. (See policy GCCAC)

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-work days.

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.

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 not used will convert to sick leave at the end of the fiscal year.

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.

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 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.

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.

Maternity/Paternity Leave

School employees shall be granted family medical leave in accordance with the Family Medical Leave Act of 1993. (See Policy GCCAC) Benefits for health insurance will continue while on Family and Medical Leave.

Military Leave

Leaves of absence for military service shall be granted to employees who are ordered to active duty with the Armed Forces of the United States.

Military leaves of absence shall be granted upon the filing of letters of appointment or official orders, or upon verbal notification by a verifiable military authority, with the Administrator. All National Guard and Reserve members are required to provide a copy of orders, the annual drill schedule, or other type of documentation to the Administrator as soon as available and, if possible, before the commencement of military leave.

Military leave is absence which may be granted to:

- Employees ordered into military service of the United States.
 - Employees ordered to serve in a branch of a reserve unit of the Armed Forces of the United States or the National Guard.
 - Employees mobilized by the National Guard or a reserve branch of the Armed Forces of the United States to meet local emergency situations.
 - Employees who are members of an organized reserve unit who are ordered to attend annual inactive duty training.
- Military leaves of absence shall be administered as follows:
 - The School, for military leave of 30 days or less, shall pay the difference between his/her regular salary and the amount he/she is paid during the military leave if the pay is less than their contract amount, i.e. any amount paid to the employee for service while on military leave will be deducted from the employee's regular pay. The School will maintain their insurance coverage for an employee granted inactive duty training for 30 days or less. The School will also cover the cost of a substitute, if needed.
 - If military leave is granted for 31-180 days, employees will be required to apply for a military leave of absence on a School leave of absence form. This leave will be without pay and the School reserves the right to replace the employee on a temporary basis if it is in the best interest of the School. The employee will be offered COBRA insurance. Upon release, an employee returning from this type of military leave of absence must

return to his/her position at the School within fourteen (14) days after discharge or separation from active duty or military service.

- If military leave is granted for longer than 180 days, employees will be required to apply for a military leave of absence, and the School may replace the employee. Upon release, an employee returning from a military leave of absence must return to his/her position at the School within ninety (90) days after discharge or separation from active duty or military service. Employees will be offered COBRA insurance for a total of 18 months.
- Employees whose employment is interrupted by military leave will be given retirement benefits in accordance with Federal Law.
 - For purposes of computing the required contributions, an employee's compensation, during the period of military service, will be at the same rate as had the employee not been called to military service.
- Employees returning from service under honorable conditions will be assigned to the same or comparable position for which the employee is qualified.
- Employees granted military leaves of absence shall receive experience credit on the salary schedule up to a maximum of five years. They shall also be allowed to make individual contributions to any pension plan, and upon reinstatement, have all privileges and status restored as if they had not been activated.
- The School shall not be required to reemploy any employee who is discharged from the Armed Forces of the United States under conditions other than an honorable or honorable medical discharge.
- Twelve-month employees who are ordered to attend training sessions or who are assigned to short-term active duty for training shall make every effort to arrange such activities so as to provide for a minimum of interruptions and to promote continuity of the School's work objectives.
- An employee on an approved military leave of absence who fails to request reinstatement or who fails to return to the assigned position following discharge/separation from active duty or service may be terminated at the conclusion of the leave since failure of an employee to report is cause for dismissal.

Professional Development Leave

Absences due to certified development attendance shall not count against an employee's leave benefits or salary. To attend meetings or conferences, employees must obtain the Administrator's approval prior to the meeting or conference dates.

The following guides will be used in granting released time and/or travel expense:

- Value of the meeting or conference.
- Funds available in the appropriate budgets.
- Availability of a substitute, if one is necessary.

With prior approval, expenses associated with authorized employee attendance at meetings and conferences may be eligible for compensation in accordance with Policy DKC.

Religious Leave

Employees may use personal days as needed for religious responsibilities.