

PERSONAL LEAVE AND OTHER ABSENCES
Administrative Regulations

1.0 Sick Leave

To protect employees from financial hardship in case of an unavoidable short-term absence from work, the state law and board policy provide employees with paid sick leave. Regular full-time employees shall be awarded personal leave as authorized by West Virginia Code § 18A-4-10. Regular half-time employees shall be awarded personal leave at a rate equal to one-half the rate awarded to full-time employees. Two hundred-day contract employees will be awarded one-and-one-half days per month for a period of ten months. Employees with contracts in excess of 200 days shall be award one-and-one-half days of personal leave for each month beyond the 200-day contract that contains at least 11 contract days.

When an employee must take time off due to accident, sickness, death in the immediate family, or life threatening illness of spouse, parents, child, parents-in-law, stepparents, foster parents, stepchildren, foster children, or individuals having a legal guardianship relationship, notice must be provided to the immediate supervisor within two hours of the start of the work day. If an employee becomes sick while at work and must leave, notice must be provided to the immediate supervisor prior to departure.

Responsible use of sick leave/excused absence is important to the effective and efficient operation of the school system. When employees are absent, the ability of the District to provide high quality instruction to its students is often compromised. The District recognizes that illness is unavoidable and that there may be times when employees are unable to attend work. However, if an employee is frequently absent, the immediate supervisor may discuss such absenteeism with the employee and establish written guidelines for the use of sick leave that may contain verification and notice requirements that exceed what is required by this policy. The District expects employees to use personal leave benefit with discretion.

Sick leave may not be taken in the middle of previously approved time off, including personal days or vacation leave. Sickness during vacation is not a legitimate expenditure of accrued sick leave. A physician's excuse, specifying the date of examination, is required for sick leave in excess of 3 consecutive workdays must be presented to the employee's immediate supervisor. The immediate supervisor will promptly forward the physician's statement to the finance/payroll office where it will be required to support claims for sick leave pay. The physician's statements shall be filed in the business office.

A physician's excuse may be requested by the immediate supervisor at his or her discretion for reasons including patterns of sick leave taken unnecessarily by the employee or suspected abuse of the sick leave policy if you are absent for more than two consecutive workdays or if it is suspected that you have abused the sick leave policy. Sick leave is subject to verification by a home visit.

Excessive absenteeism, fraudulent use of sick leave or unexcused absences will be subject to disciplinary action in the form of a written warning, a suspension and/or termination.

Employees who take sick leave are expected to devote their full attention to recuperation and return to work at the earliest possible date. Alternative employment and recreational or sporting activities are generally prohibited while taking sick leave. Activities, independent of the illness or conditions for which sick leave is taken, that render an employee unavailable for work, are generally prohibited. Employees who undertake the following activities while on sick leave will be subject to disciplinary action:

- Undertaking any other employment or self-employment activities.
- Undertaking activities that may aggravate the condition for which the employee is taking sick leave or activities that are inconsistent with the reasons for being absent (e.g., performing heavy labor while off with a back injury).
- Undertaking a vacation or out-of-town travel that is not required for medical reasons.
- Changing residence to a location beyond commuting distance from the work site (unless a change in residence on a temporary basis is necessary to access specialized treatment that is not otherwise available).
- Attending school or other training programs (except programs prescribed as rehabilitation for the injury or condition for which the employee is taking sick leave, approved in advance by the Superintendent).
- Engaging in recreational or sporting activities outside the residence of the employee.

Sick leave days will be counted as Family Medical Leave Act leave when such leave qualifies under the Family Medical Leave Act.

1.1 Calculation of Sick leave: Sick leave is awarded as follows:

Sick Leave Personal Use Leave

Employment term	Days
200 – 210 Days =	15.00
211 – 230 Days =	16.50
231 – 250 Days =	18.00
251 – 261 Days =	19.50

2.0 Absence for Personal Use Leave (No Cause Days)

2.1 Employees who are eligible for personal leave benefits are afforded 4 days of Personal Use Leave annually without regard to the cause for the absence. 2 of these days will be annually subtracted from the personal leave allocation.

2.2 An employee may roll over unused Personal Use Leave from year to year not to exceed 1 day for a total at the beginning of any school year of 5 days. Personal Use

Leave days not used over and above 1 day will roll over into an employee's sick leave balance and carry over to the next year as sick leave.

2.3 Personal Use Leave is authorized to permit employees to be absent from work for matters of a personal and private nature.

2.4 Personal Use Leave may not be taken on consecutive workdays unless authorized or approved by the employee's principal or immediate supervisor; Provided, however, that notice of such leave days shall be given to the employee's principal or immediate supervisor at least twenty-four hours in advance, except that in the case of sudden and unexpected circumstances, such notice shall be given as soon as reasonably practicable. However, the use of such days may be denied if, at the time notice is given, either 15 percent of the employees, or three employees, whichever is greater, under the supervision of the principal or immediate supervisor, have previously notified the principal or immediate supervisor of their intention to use the day for such leave: Provided further, that such leave will not be used in connection with a concerted work stoppage or strike.

3.0 Absence for Religious Leave

3.1 Employees of Grant County Schools may take 2 days for **recognized** religious holidays. These days will be deducted from Personal Leave allocation and not from the 4 Personal Use Leave days.

3.2 Religious holiday days do not accumulate, or roll over, from year to year.

4.0 Absence for Child Care Leave

4.1 Parent of newborn children or parent of newly arrived adoptive children shall be granted upon written request, by the Board of Education Child Care Leave for a period not to exceed one calendar year, for any one category of Child Care leave, upon written request for the purpose of pregnancy, childbirth, or adoptive or infant bonding.

4.2 Benefits related to such leave are determined by the specific leave category.

5.0 Maternity Leave

5.1 Maternity leave shall be granted when an employee's attending physician certifies in writing that the pregnant employee is unable to work. Maternity leave shall be charged against the employee's total accumulated personal/sick leave. This leave may continue through the period of childbirth and convalescence through the exhaustion of all of the employees personal/sick leave. Benefits may not exceed the employee's accumulated personal/sick leave.

6.0 Adoptive Parent Leave

6.1 Upon the arrival of an adoptive child into the home of an adoptive parent employee, such employee shall be entitled to Adoptive Parent Leave if such employee is the primary caretaker of the adopted child (see definition of Primary Caretaker). This leave may be with pay through the exhaustion of his/her personal/sick leave, and such leave may be regarded as a leave of absence for purposes of determining rights and benefits upon return to work. Benefits may not exceed employee’s total accumulated personal/sick leave.

7.0 Primary Caretaker Leave

7.1 A parent or adoptive parent who is responsible for attending to a majority of child care duties such as feeding, clothing, supervising, bathing, etc., shall for the purpose of this policy, be determined the primary caretaker and shall be entitled to Primary Caretaker Leave for a period of up to one calendar year upon written request, and may be with pay through the exhaustion of his/her personal/sick leave, and shall be regarded as a leave of absence for purposes of determining rights and benefits upon return to work.

8.0 Secondary Caretaker Leave

8.1 Immediately following the birth of a child of a secondary caretaker or the arrival of an adoptive child into the home of a secondary caretaker employee, such employee shall be entitled to secondary caretaker leave for a period of 5 consecutive employment days to be charged against the employee’s accumulative personal/sick leave. Benefits may not exceed employee’s total accumulated personal/sick leave. Secondary caretaker, for the purpose of this policy, shall be defined as a parent or adoptive parent who is not the primary caretaker.

9.0 Absence for Bereavement/Death in Family

9.1 Category 1 - 5 days leave allowed in the following death in family cases, and deducted from the earned annual personal leave:

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| 1. Spouse | 5. Children | 9. Stepparents | 13. Foster children |
| 2. Father | 6. Father-in-law | 10. Foster parents | 14. Guardianship relationship |
| 3. Mother | 7. Mother-in-law | 11. Parents-in-law | |
| 4. Son-in-law | 8. Daughter-in-law | 12. Stepchildren | |

9.2 Category 2 – 3 days leave allowed in the following death in family cases, and deducted from the earned annual personal leave:

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| 1. Brother | 4. Sister-in-Law |
| 2. Sister | 5. Grandparents |
| 3. Brother-in-Law | 6. Grandchildren |

9.3 Category 3 – One (1) day leave allowed in the following death in family cases, and deducted from the earned annual personal leave.

1. Uncle
2. Aunt
3. Nephew
4. Niece
5. First Cousin

9.4 Category 4 – Leave for other relationships and other extenuating circumstances as determined by the Superintendent based on written appeal to the Superintendent's office. The completion of an Employee Absence Report form in a timely manner shall be the responsibility of the employee.