

SCHOOL DISTRICT OF ABBOTSFORD

532.3

PROFESSIONAL STAFF LEAVES AND ABSENCES

The types of leaves and absences are defined below. The number of leaves and absences will be pro-rated as per contract designation.

- A. Sick leave: Sick leave days may be used for illness or disability of the employee or immediate family (spouse or children), including medical/dental appointments. Administration reserves the right to request evidence of scheduled appointments. This leave shall be taken in no less than two (2) hour blocks. At the beginning of each year, each teacher shall be credited with nine (9) days per year. Sick leave days are cumulative to a maximum of ninety (90) days that may be carried over to the next contract year. Sick leave shall be used from the current year first. Days needed beyond those of the current year will be taken from those accumulated. Days accumulated above ninety (90) days shall be considered bank days and shall be cumulative indefinitely. Once a sick day becomes a bank day, it can no longer be used as a sick day. A contract not fulfilled will obviously negate such benefits for that contract year. Sick leave may be used only until the employee qualifies for long-term disability insurance. Employees hired for and after the 2011-2012 school year are entitled to accumulated sick days only.

Upon retirement, reimbursement for unused sick days and bank days paid at the rate of twenty dollars (\$20) per day will be deposited in a district approved Health Reimbursement Arrangement (HRA). Those people not retiring from the district, but severing services to the district, will be given a cash payout of fifteen dollars (\$15) per day upon leaving the district for unused sick and bank days.

- B. Emergency leave, non-cumulative: Emergency leave is non-cumulative. Emergency leave not to exceed three (3) days per contract year is authorized. This leave shall be taken in no less than two (2) hour blocks. An emergency leave shall be granted by the building principal, or in his /her absence, the District Administrator for the following reasons:
1. The employee is summoned to appear in a court of law, other than jury duty. Employee must submit evidence of summons prior to appearance.
 2. Personal disaster. (Examples: fire in the home, wind damage, car accident.) This provision does not include travel complications or inconveniences to the employee.
 3. Birth or adoption of a son or daughter.
 4. Surgery, serious injury, or hospitalization required by the employee's family. This provision does not include illness. Family shall be defined as husband, wife, child, brother, sister, parents, grandparents, grandparents-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandchildren, step-children, step-parents, individuals of which the employee has assumed legal guardianship (administration reserves the right to request proof of guardianship), or any other member of a family living in the same household regardless of relationship.
 5. Death in the family. Family shall be defined as above and will also include aunts and uncles. An extension of three (3) days may be granted. The additional three (3) days shall be deducted from sick leave.

6. The death of close friends or relatives not previously defined, the cost equal to a tier one substitute's wages will be deducted from the salary of the employee.
- C. Personal leave: A teacher is entitled to not more than two (2) days of personal leave. This leave shall be taken in no less than two (2) hour blocks. The cost equal to a tier one substitute's wages will be deducted from the teacher's salary for the personal leave days. To apply for personal leave, a teacher shall:
1. Give a least forty-eight (48) hours written notice to the District Administrator, or in his/her absence, the building principal.
 2. Not more than three (3) teachers per building per day will be granted personal leave and/or professional day leave.
 3. The District Administrator will inform the teacher if personal leave days are approved or disapproved within twenty-four (24) hours after receiving the request for personal leave days.
 4. Personal leave may be used to extend vacation periods. Written notice for personal leave immediately prior to or after vacations will state reason(s) for personal leave request. Personal leave to extend vacation periods may not exceed a maximum of two (2) employees per building per day.
 5. Personal days will not be granted on days designated in the negotiated calendar as early release, in-service, convention, or workdays.
- D. Court appearance leave: A leave of absence will be granted to enable an employee to answer any summons or subpoena in federal, state or county court unless the same has been issued by reason of violation of law allegedly committed by the employee unless the employee is a school district witness. In the event that the employee is paid for his/her attendance in court, the teacher shall turn over to the school district the fee received less the amount received for expenses incurred for such duty, with no pay being deducted from their regular payroll check. Court appearance leave will be deducted from emergency leave.
- E. Jury duty leave: Teachers required to serve on jury will receive their regular pay, however, they must turn over the jury duty pay to the district. Teachers shall report to school immediately following the conclusion of their jury duty each day if they are released before noon.
- F. Professional day: The District Administrator may grant each employee covered by this Agreement one (1) professional day per year. This day may be used for conventions, in-service, workshops, classroom visits, district mentor/mentee activities, etc. The District will pay the cost of the substitute teacher. Requests for a professional day shall be submitted in writing ten (10) days prior to the date requested, stating the intended use of the professional day. No more than three (3) teachers per building per day will be granted professional and/or personal leave.
- G. Any reference to "building" is defined as having a majority of Pre-K through 5 staff responsibilities or a majority of 6-12 staff responsibilities.
- H. Unpaid leave may be granted for personal or medical reasons for a period not longer than five working days by administration. Longer periods of unpaid leave beyond five working days may only be granted at the sole discretion of the School Board and must be approved in advance by the board. Submittal for board approval is required thirty (30)

working days in advance of the requested leave. All unpaid leave will result in pro-rated salaries and fringe benefits.

First Reading: October 17, 2011
Second Reading/Adoption: November 21, 2011

The School District of Abbotsford does not discriminate on the basis of age, sex, race, religion, color, national origin (including limited English proficiency) ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability, learning disability, or any other reason prohibited by law.