

TERRELL COUNTY BOARD POLICY
Leaves and Absences

Descriptive Code: GBRIA
Date: 12/2019
Rescinds Code: GBRI
Date Issued: 6/2000

The Board of Education and Superintendent expect employees to be present and on time. Employees, who are not punctual or fail to come to work regularly, set poor examples for students and staff, foster inefficiency and ineffectiveness and create an environment that is not conducive to the teaching-learning process.

Satisfactory attendance and punctuality may be rewarded through incentive and recognition programs. Attendance and punctuality are critical components of employee performance evaluation. Failure to meet attendance and punctuality requirements may result in progressive discipline, dismissal or failure to obtain tenure. School administrators shall review, monitor and take appropriate corrective action in matters of employee attendance and punctuality.

Implementations of the attendance policies shall be in accordance with these provisions.

Certified personnel shall be allowed 12 1/2 days sick leave per school year provided the employee is employed at the opening date of school. If the employee is employed after the opening date of school or is a part-time employee the number of days shall be prorated. Certified employees shall be allowed to accumulate sick leave carrying over each year until a maximum of 60 days are accumulated. The employer will help to see that the policy is not abused.

Leave options are as follows:

Personal Leave
(GBRI) Each employee is entitled to three days personal leave days per employment term. Personal days will be charged against accumulated sick leave days. Employees shall request person leave from their superiors at least 2 days prior to their absence on the proper grant request form. Personal leave will be granted to employees only if the employee has accumulated sufficient sick leave to cover the personal leave. Approval of such leave may not be conditioned on the reason.

Jury Duty
(GBRIA) Each person employed by the Terrell County School System shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. Employees who serve on juries or who are subpoenaed for reasons arising out of their employment with the school system are allowed to keep the jury/witness pay they receive if verification of attendance is turned into the central office.

Sick Leave
(GBRI)

Each person employed on a full-time basis by the Board of Education shall be entitled to sick leave with pay computed on the basis of one and one fourth working days for each completed working month of employment.

Sick leave may be used in accordance with state

1. Personal illness or injury
2. Absence necessitated by exposure to contagious disease
3. Absence due to illness or death in the employee's immediate family (See definitions below)
4. Personal reasons

Immediate family: Shall be interpreted to mean father, father-in-law, stepfather; mother, mother-in-law, stepfather; brother, brother-in-law, stepbrother; sister, sister-in-law, stepsister; son, son-in-law, stepson; daughter, daughter-in-law, stepdaughter; grandchild, grandparents; husband; wife; aunt, uncle, niece, nephew; or any relative who may be residing in the employee's household at the time of illness or death.

(See GBRIIF)

Accumulation: Unused sick leave may be accumulated. Personal leave days may not be accumulated. Any accumulated unused sick leave credited to a teacher shall be forfeited if such teacher withdraws from service as a teacher for a period of 12 or more consecutive months.

Transfer: Teachers and other professional employees will be allowed sick leave transfer benefits according to State Board of Education Rules.

Deductions: For any sick leave in an amount above that which is earned or accumulated as provided in this policy, there shall be a deduction equal to one day's salary for each day of sick leave (or the appropriate percentage of the day's salary). The amount of the deduction shall be day's salary for each day of sick leave (or the appropriate percentage of the day's salary). The amount of the deduction shall be computed according to State Board regulations.

Long Term Sick Leave: Long term sick leave is defined as 11 or more working days. It shall be granted in accordance with the following guidelines:

1. Notice: The employee shall notify the superintendent of this intention to take such leave.
2. Determination of commencement. The long-term sick leave shall begin at time to be determined by the employee, the physician, and the superintendent. The employee anticipating physical disability may continue in active employment as long as he is able to properly perform the required functions of his job. In case of dispute, final determination of his ability to so perform shall be made by the board of education after a hearing in which the teacher and the superintendent or other representatives of the local system shall be heard. The superintendent or board may

require the employee to submit to an examination by a physician selected and paid by the board, and a refusal by the employee to submit to such examination shall be grounds for terminating the contract or other employment of said employee.

If the superintendent determines that the status of an employee's ability to properly perform the required functions of his job may change within a short period of time, he may require the employee to present a physician's statement on a weekly basis.

3. Sick Leave Benefits. The employee shall be entitled to utilize all of his accumulated sick leave for long term absences due to illness, injury or other temporary disability or other causes described previously.
4. Duration: Return to Work: An employee who has been granted long term sick leave shall be entitled to return to active employment upon presentation of a physician's statement certifying that he is able to perform the required functions of the job. If the superintendent and board concur with such statement, the employee shall return to work in accordance therewith, to be assigned to a substantially equivalent position to be approved by the superintendent. In case of dispute, final determination of his ability to so return shall be made by the board of education after a hearing in which the teacher and the superintendent or other representatives of the local system shall be heard. The superintendent or board may require the employee to submit to an examination by a physician selected and paid by the board, and a refusal by the employee to submit to such examination shall be grounds for termination, or not issuing a new contract if the employee wishes to return at the beginning of a new school year. In any instance, an employee's return to active employment may be delayed until the beginning of a quarter or semester.

The superintendent or board may require the employee to submit to an examination by a physician selected and paid by the board, and a refusal by the employee to submit to such examination shall be grounds for termination, or not issuing a new contract if the employee wishes to return at the beginning of a new school year. In any instance, an employee's return to active employment may be delayed until the beginning of a quarter or semester.

Maternity Leave (GBRIC)	A leave of absence for maternity reasons shall be granted to female employee employed by the Board of Education.
-------------------------------	--

Military Leave (GBRID)	All persons employed in any capacity in the school system (other than those employed on a temporary basis) shall be entitled to military leave for ordered military duty with full employment and reinstatement rights as provided by law. An employee shall be allowed a leave of absence from his or her duties while performing ordered military duty.
------------------------------	---

Religious Leaves and Absences	Employees may be absent from work for the observance of a religious holiday. Employees may elect to use any or all of their allotted
-------------------------------------	--

(GBRIE)

personal leave for the purpose of religious observances. Application for religious leave will be made in accordance with the procedures and time lines established above for personal leave.

Family and
Medical Leave
(GBRIG)

It is the policy of the Board of Education to fully comply fully with the Family and Medical Leave Act.

Employment of
a Substitute

Personnel utilizing sick leave under the provisions of this policy shall not be required to pay the cost of . employing a substitute to serve in her/his absence while on sick leave.

PROCEDURES FOR LEAVES AND ABSENCES

SICK and PERSONAL LEAVE

Certified (See GBRI) and non certified - paraprofessionals, secretaries, janitors- (See GBRGB)

1. Notify principal or associate principal as early as possible of absence
2. Principal or associate principal selects substitute from approved list
3. Principal turns in complied substitute list to superintendent monthly

Lunchroom workers - follow same procedure except the lunchroom manger is notified of absence

Bus drivers - follow same procedures except the transportation manager is notified of absence

JURY DUTY

All employees (See GBRIA)

1. Notify principal or associate principal
2. Principal or associate principal selects substitute
3. Employee turn in jury check to principal and employee is paid regular amount if the employee chooses not to count the day as an absence. Principal turns in check to county office.

An exception to this is if a person chooses to count jury duty as a personal day, he may do so and keep the jury payment.

MATERNITY LEAVE & TEMPORARY DISABILITIES

All employees (See GBRIC)

1. Notify superintendent in writing requesting maternity leave 60 days prior to Leave
2. Principal or associate principal selects substitutes
3. Temporary disabilities follow same procedure with the exception of the 60 day Notification

MILITARY

All employees (See GBRID)

1. Notify principal of reason for leave
2. Principal selects substitute

RELIGIOUS

All employees (See GBRIE)

1. Notify principal or associate principal that he/she is planning to be absent because of his/her religion
2. Principal or associate principal selects substitute
3. The day counts as a personal leave day

BEREAVEMENT

All employees (See GBRIE, non certified GBRGB also)

1. Notify principal of death
2. Principal or associate principal selects substitute

FAMILY & MEDICAL LEAVE (See GBRIE)

All full time employees who have been employed at least 12 months

1. Notify principal at least 30 days if advance if possible
2. Principal or associate principal selects substitute

The school principal's office shall be responsible for compiling a monthly report of all superintendent's office along with the forms, completed and signed by the employee.

The superintendent's office shall prepare and maintain a sick leave ledger which will contain a sheet for each eligible employee. This sheet will record the days of sick leave earned, the accumulation from year to year, the sick leave used and the balance of sick leave credited to each employee.