

STAFF LEAVES AND ABSENCES
PERSONNEL REGULATIONS

ANNUAL VACATION LEAVE

Paid vacation time shall be granted to full-time twelve-month employees.

Vacation time for twelve month employees shall be scheduled with minimal disruption of work and, when possible, at the convenience of the employee. Personnel shall avoid, if at all possible, requesting leave during the opening and closing of the school year and those days which precede or follow a school holiday. All requests for vacation must be submitted to the employee's immediate supervisor via the online absence management system in advance (one week or more notice is preferable).

Any accumulated vacation time in excess of the below stated maximums as of June 30, will be automatically canceled, annually. Newly earned vacation will be credited on July 1, according to the table below.

All 12-month employees are eligible to earn annual vacation leave in the following manner:

Years of Experience Employed by the Madison County School Board	Annual Vacation Days
0-4	12
5-9	15
10-19	20
20+	22

The maximum accumulation for annual leave is 40 days. Upon termination of employment, or at the reduction of length of contract or work year, employees shall be paid for accumulated annual leave at their current rate of pay not to exceed 30 days.

For persons within Madison County Public Schools transferring to a 12-month position from a full-time position not earning vacation leave, 50 percent of the prior years of service will be credited for the purpose of determining the employee's earned annual vacation days. For persons newly hired to Madison County Public Schools, 50 percent of the prior years of full-time 12-month service will be credited for the purpose of determining the employee's earned annual vacation days.

Any days beyond the 40-day maximum accumulation on June 30 will be forfeited. However, an employee may request additional rollover by demonstrating special circumstances that prevented him/her from using their annual vacation leave. The superintendent will review the request and may approve no more than 10 additional rollover days.

Twelve-month employees may be entitled to additional paid holidays as awarded by the school board that are NOT counted against any earned annual vacation or personal leave

PERSONAL LEAVE

Professional Personnel

All full-time, non-tenured licensed employees shall be granted one (1) day of personal leave per annum. Personal leave is non-cumulative.

All full-time, tenured licensed employees shall be granted two (2) days personal leave per annum. Personal leave is non-cumulative.

Unused personal leave shall be added to each individual's sick leave total at the end of each contract year.

Classified/Support Personnel

All full-time support employees from the first through the third year of continuous employment shall be granted one (1) day of personal leave per annum. Personal leave is non-cumulative.

All full-time support employees shall be granted two (2) days of personal leave per annum beginning with the fourth year of continuous employment. Personal leave is non-cumulative.

Unused personal leave shall be added to each individual's sick leave total at the end of each contract year.

Personnel shall avoid, if at all possible, requesting personal leave during the opening and closing days of the school year and those days which precede or follow a holiday.

Written requests for personal leave shall be submitted on proper forms to the employee's immediate supervisor one week in advance. Shorter notice may be permitted in a situation whereby personal leave is used as emergency leave.

SICK LEAVE

Generally

All full-time employees shall be granted one day of sick leave per month of service up to 200 days.

Sick leave may not be accumulated by summer school teachers, substitute teachers, or those employed on a temporary basis.

Sick leave credit for more or less than a full school year shall be at the rate of one day per month of service or a major fraction thereof. This provision applies to those employees who do not begin work at the beginning of the school term, those who do not complete a full year of employment, or those who are employed longer than the regular school year.

For the purposes of this section, an "immediate family member" includes natural parents, foster parents, stepmother, stepfather, wife, husband, children, brother and sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, aunt, uncle, or any other relatives, however, distant, living in the household of the employee.

Use of Sick Leave

Sick leave is offered by the School Board as a fringe benefit to employees. The intent and use of sick leave is for personal illness, including doctor/dental appointments or treatments, of the employee. For any illness exceeding five (5) consecutive working days, a physician's statement to the immediate supervisor and the Clerk of the Madison County School Board is required. However, a physician's statement may be required by an immediate supervisor as deemed necessary.

Sick leave is not to be claimed under those situations covered by personal leave, vacation or unpaid leave of absence policies. Immediate supervisors do not have the authority to grant sick leave for instances covered by personal leave, vacation, or unpaid leave of absence policies. Willful abuse of the sick leave benefit shall be treated as a disciplinary matter.

Illness of an immediate family member living in the employee's household, requiring the attendance of the employee for not more than five (5) days in any one case may be charged to sick leave. Illness of an immediate family member living outside the employee's household shall not be charged against an employee's sick leave without prior approval of the division superintendent or designee.

An employee cannot claim any portion of earned leave unless he/she has reported for duty for the regular school term in accordance with the terms of the employee's contract. If, however, an employee is unable, because of illness, to begin working at the time designated in the contract, such employee may be allowed to use his/her accumulated leave, not to exceed the balance of sick leave accumulated as of June 30 of the preceding school year.

All accumulated sick leave shall terminate upon the expiration of employment. Retiring employees may be eligible for compensation of unused sick leave. An employee may transfer accumulated sick leave to another school division signifying its willingness to accept such transfer. A former employee rehired within two calendar years of termination may have accumulated sick leave earned in Madison County restored upon written application.

The Madison County School Board will accept, upon employment, accumulated sick leave of a licensed or classified /support employee to a maximum of ninety (90) days. Such accumulated sick leave shall be transferred only from another public school division within the Commonwealth of Virginia.

For the protection of students, any employee taking an unusual number of sick leave days within a given period will be required to furnish a doctor's certificate as to his/her physical condition before being awarded a contract for the next school session.

BEREAVEMENT

Madison County Public Schools recognizes that the death of a family member can have a significant impact on an employee's ability to perform their duties. Bereavement leave will be authorized under the provisions of this policy in order to help our employees deal with the loss of a family member.

Bereavement leave is a form of administrative leave approved by the division superintendent. This leave is only used in conjunction with an employee's absence from work due to the death of a member of the immediate family. Bereavement leave is administrative in nature; therefore, employees do not accrue it or carry a balance. Bereavement leave is not authorized for the death of a pet.

Eligibility for use

Only employees who accrue sick days are eligible to request and be authorized the use of bereavement leave.

Frequency and duration

There is no limit on the number of times during a contract year that an employee may request bereavement leave. There is a limit on the number of bereavement leave days an employee may be authorized to take for each occurrence of the death of an immediate family member.

An employee may use up to two (2) days for the death of a member of the immediate family.

The number of days indicated above must include the day of the funeral. An employee may utilize their sick leave account to take three (3) additional days beyond that provided for above.

In loco parentis situations

There may be other individuals that would fall under the category of *in loco parentis* for the use of bereavement leave. An example would be for an employee that was raised by an aunt or uncle. This category can also include individuals that are not related to the employee by blood or marriage. To assist the school division in properly recognizing these situations, employees are to complete form Special Bereavement Leave Situations. This form when completed by an employee will be made part of their personnel file. Legal references: Code of Virginia, 1950, as amended, § 22.1 – 78

Reporting Absences

It shall be the duty of any teacher, whenever he/she is unable to be present at school, to notify the principal or a designee (secretary, assistant principal) the night before, if possible, or prior to 7:00 a.m. the morning of the absence so that a substitute may be called before the hour of the opening of school.

Other employees shall notify their immediate supervisor prior to 7:00 a.m. of a working day.

SICK LEAVE BANK

The School Board will maintain a sick-leave bank for employees who have prolonged catastrophic (catastrophic is defined as life threatening and so serious in nature as to require expensive, extensive, long-term treatment) or long-term illness or injury and who have exhausted their own sick leave, as long as one-third of the eligible members participate in the sick-leave bank. Membership in the sick-leave bank shall be voluntary and open to all employees who accumulate sick leave. Employees may become members by donating three (3) days of sick leave upon joining and one (1) day thereafter whenever an assessment is required. Membership in the bank shall be continuous unless the employee informs the sick-leave bank administrator or the assistant superintendent, prior to September 15th of any year of his intent to withdraw from participation. Upon termination of employment or withdrawal of membership, a participant will not be permitted to withdraw or be paid for his/her contributed day(s). Guidelines are attached.

DEPLOYMENT LEAVE

The purpose of deployment leave is to provide time off for any employee whose immediate military relative is deployed to a combat zone.

Deployment leave is a form of administrative leave approved by the division superintendent. An employee may use up to two (2) days to spend time with an immediate military relative (follows the definition of an immediate family member) just prior to deployment to a combat zone.

SABBATICAL LEAVE

The purpose of a sabbatical leave is to provide time for professional employees to engage in formal study designed to improve their knowledge, skills, and abilities.

The Purpose of sabbatical leave is to improve professional competency by:

- Full-time professional study or research, possibly leading to an advanced degree or certificate;
- Travel with implications for one's teaching skills;
- Writing for publication in an area that has implications for one's teaching field.

Eligibility

Sabbatical leave may be approved for a period not to exceed one school year. No more than one percent (rounded to the nearest whole percent) of the Madison County Public Schools' teachers and administrators for any school year may be approved. Consideration for sabbatical leave will be given to interested persons who have been employed for a minimum of five years in the Madison County School Division and who are recommended for reappointment.

Application

The applicant must submit a letter of request outlining his/her professional plans and including the time period for the sabbatical leave to the Superintendent by January 31 of the school year prior to the year of requested leave. Selection of applicants will be made by April 1 of the year in which application is made.

Provisions

The following guidelines are part of the agreement between the employee and the School Board:

- Sabbatical leave will be granted upon the recommendation of the Superintendent and the approval by the School Board.
- Sabbatical leave will be without pay. Credit for one year of teaching experience will be given for a full year of sabbatical leave.
- The employee returning from sabbatical leave will return to the same position or one of comparable status.
- Any employee granted such leave will sign an agreement to accept a professional assignment for a period of at least two (2) years following the expiration of the leave.
- Leave (personal, sick, and annual/vacation) will not accrue during the period of leave; however, any accumulated leave may be retained as provided by leave policy.

TRANSFER OF SICK LEAVE

A sick leave day transfer policy is hereby established by which Madison County School Division personnel may transfer sick leave days to other personnel within the division.

The regulations governing the program are as follows:

- Personnel wishing to transfer sick leave days must complete the “Madison County Public Schools Leave Donation Form” and submit it to the Superintendent.
- Requests for approval of the transfer of sick leave days shall be limited to situations in which one employee, who has had a prolonged absence due to long-term illness or injury for themselves or an immediate family member, and has used up all of his/her own compensated leave days and another employee or employees agree to donate and transfer one or more sick leave days to him/her. Only whole days may be transferred.
- Employees may donate up to five (5) days to any one employee and no more than five (5) days total in any given school year.
- Employees may receive no more than ten (10) days in donation per year. In the case of an extreme extenuating circumstance (hardship), the Superintendent may at his/her discretion grant an exception to this requirement up to a total of twenty (20) days. The Superintendent will notify the School Board of exceptions.

LEAVE TO ASSIST SCHOOLS

To promote employees’ involvement in the education of youth, and to promote employees’ assistance to schools in a parental role, it is the policy of the Madison County School Board to provide its employees leave from work to participate in school activities with their children.

Purpose of Leave

Employees may take leave under this policy to meet with a teacher or administrator of any elementary school, middle school, or high school concerning the employees' children, stepchildren, or children over whom the employees have custody.

Employees also may take leave to attend any school function in which such children are participating.

In addition, any employee may take leave under this policy to perform any school-approved volunteer work to assist any public elementary school, middle school, or high school. The employee may be required to provide confirmation of volunteer work performed. The school administrator, teacher, or librarian for whom the volunteer work was performed shall make this confirmation.

Amount of Leave and Nature of Leave

Full-time employees may take up to one day of paid leave per school year under this policy. The paid leave granted under this policy is in addition to other paid leave (e.g., annual leave) provided to employees. This type of leave is not cumulative, nor does it convert to any other category of leave. Leave not taken under this policy before the end of the contract period will be forfeited. Employees will not be entitled to payment for this leave upon separation from service.

Approval of Leave

The same supervisor authorized to approve Personal Leave must approve requests for Leave to Assist Schools.

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