

## **Employee Absence and Leave Bank Policies**

Revised 8/16/2017

Policies related to absence from assignment for employees on 10-month or 12-month contracts, including employees at senior academies.

Each full-time employee on a 10 or 12-month contract will have five (5) working days per semester per contract year credited to his/her leave bank. Part-time employees on contract will be given their salary factor times (5) days per semester to the nearest half day per contract year. An employee's leave bank can accumulate up to a maximum of 130 working days. The record of this bank will be kept by the Conference Office of Education or the Conference Payroll Department for all educational employees.

1. **SICK LEAVE:** A sick leave is defined as a day or portion thereof when the employee is absent from assignment due to personal illness.
2. The contract year is considered that time specified either in the 10-month or 12-month term of duty including pre- and post-school weeks but excluding vacation time. Teaching days, in-service programs, teachers' conventions, and curriculum meetings called by either the Conference Office of Education or the principal during the contract year are part of the activities of the professional employee and as such any absence on these days will be deducted from the Leave Bank.
3. When the employee is absent for illness, including maternity leave, for more than five (5) consecutive working days, a doctor's statement covering the extended absence is required. This statement is to be given to the principal upon return to work, and will be sent on to the Conference with the absence report.
4. **MATERNITY LEAVE:** A maternity leave is given in connection with delivery for up to thirty (30) teaching days. Additional time will only be given as required by the doctor. Maternity leave will be deducted from the leave bank.
5. **PATERNITY LEAVE:** A paternity leave is given at the time of the child's birth for up to ten (10) teaching days. This leave time is charged against the employee's Leave Bank.
6. **ADOPTION LEAVE:** An adoption leave is given the adopting parent at the time of adoption for up to ten (10) teaching days. This leave time is charged against the employee's Leave Bank.
7. **FMLA LEAVE:** The Family Medical Leave Act provides up to 12 weeks of unpaid leave that may be used in conjunction with Maternity, Paternity, or Adoption leave. Please work with your principal, Education Department personnel, and CCC HR for application and details.
6. **PERSONAL LEAVE:** A personal leave is defined as any day the employee is absent from assignment for personal reasons other than illness during the contract year as defined in paragraph #2.
7. The employee may take a maximum of three (3) working days with full pay per contract year for personal reasons. Prior arrangements must be made with the principal to insure adequate class coverage. Such leave time will be charged against the employee's Leave Bank.
8. If more than three (3) personal leave days are taken in any one school year, the employee may have the total cost of the substitute teacher deducted from his/her salary for each additional day taken. Prior approval from the conference must be obtained when more than five (5) personal leave days are requested in any one school year.

9. The mentor teacher who is participating fully in the Central California Conference Mentor Teacher Project may take a maximum of three (3) working days with full pay per contract year for personal reasons. Prior arrangements must be made with the principal to insure job coverage. This personal leave time will not be charged against the employee's Leave Bank.
10. FUNERAL ATTENDANCE: A maximum of (3) days are given and not charged to the Leave Bank for attendance at the funeral of a spouse, a child (including step-child or foster child), son, daughter, parent (including a step-parent), siblings, grandparent, grandchild and respective in-laws. All other funeral attendance which involves absence from assignment will be charged against personal leave days. Prior arrangements must be made with the principal to insure adequate class coverage.
11. JURY DUTY: The employee's regular salary and the cost of the substitute will be paid for up to 15 days of jury duty per school year. Absence due to jury duty is not deducted from the teacher's leave bank. Jury duty must have prior approval from employer before implementing.
12. REPORTING OF EMPLOYEE ABSENCES: Employee absences from assignment are to be reported to the Conference Office of Education by the principal by the end of each month giving date(s) and reason for absence (sick leave, maternity leave, adoption leave, or personal leave, etc.). A substitute teacher report is adequate for such purpose.
13. When the Leave Bank is depleted, K-12 personnel will have the total cost of a day's salary deducted from his/her salary for each additional day absent. The leave bank will start with a full allotment of days on the fall reporting date of each year.
14. For employees transferring into the Conference, the Leave Bank will be established in the following way: If the previous denominational employer has documented a leave bank, full credit, up to 60 days, will be given upon receipt of verification.
15. The Leave Bank is not convertible to paid leave or considered as credit payable at the termination of employment.

#### **ADMINISTRATIVE PERSONNEL VACATION [85-44]**

Annual vacation and paid holidays are earned under the following conditions:

The annual vacation with pay is earned with a maximum accrual on the following basis:

|                  | Earned                    | Accrual                |
|------------------|---------------------------|------------------------|
| a. First 4 years | 2 weeks (10 working days) | Vacation not Accruable |
| b. Next 5 Years  | 3 weeks (15 working days) | 4.5 weeks              |
| c. After 9 Years | 4 weeks (20 working days) | 6 weeks                |

It is intended that vacations be taken each year. However, at the request of the employee and the approval of the employing organization (senior academies--academy board; elementary and junior academies--Conference Board of Education) up to two week's vacation time may be carried over from one year to the next for a maximum accumulated vacation bank not to exceed 150% of the yearly earned vacation. Vacation accrual only applies after five years of service.

- When Christmas break is taken as a vacation, it shall be counted as one week of the total annual earned vacation even though there are more than five (5) school days in the break.
- Vacations are to be taken during the contract year or that accrued vacation time is lost unless board action carries the unused time to the vacation bank. A senior academy board may initiate a request by official recorded action for an administrator to postpone a portion of his/her vacation time to the following year. This will be added to the accrued vacation bank.
- A record of the vacation time is to be filed with the Office of Education prior to the vacation time.

(For additional information, see PUEC E10-164.)