

Policy 4.11: Sick Leave and Personal Leave Policy

SECTION 1. Sick Leave

SECTION 1.1. Full-time employees (twenty or more hours per week) of the school are eligible for up to 12 days per school year of sick or personal leave. Employees paid on a part-time, seasonal, or temporary basis are not eligible for sick leave benefits.

SECTION 1.3. Employees working less than 40 hours per week will earn a pro-rated share of sick leave.

SECTION 1.4. Should an employee not complete a contract, all sick leave days used but unearned will be deducted from the last salary payment. An employee who is absent due to sick leave after tendering resignation will have a resignation effective date as of the last day actively at work unless a physician's statement of disability is provided.

SECTION 1.5. Certified employees who are absent from work may remain on the requisition as long as the teacher is in-state pay status. However, that person will receive full pay for the remainder of unused sick leave. An employee will not be on payroll thereafter unless actually present.

SECTION 1.6. Upon the approval of the Principal, an employee may utilize sick leave for the following reasons:

- absence due to illness or injury;
- absence due to exposure to contagious disease necessitated to protect the health of others who might be endangered by his/her attendance on duty;
- absence due to an illness or death in the employee's immediate family. Immediate family includes spouse, children, mother, father, brothers, sisters, grandparents, in-law equivalent of the above and any relative residing in the employee's home.

SECTION 1.7. Employees absent for any reason other than approved reasons, or absent after sick leave has been exhausted, shall be deducted at their daily rate of pay for each day's absence not covered by leave or unapproved.

SECTION 2. Personal Leave

SECTION 2.1. Per fiscal year, an employee may use up to a maximum of (two) days of sick leave for personal or professional reasons if prior approval of their absence is given by the Principal.

SECTION 2.2. No grant of approval for an absence permitted under this policy section shall be conditioned upon disclosure of the specific purpose for which such absence is sought, nor shall any such grant of approval be withheld or denied because of the failure or refusal of the employee to disclose the specific purpose for which an absence is sought, provided that the employee may be requested to state whether the absence is sought under the category of "personal" or "professional" absence.

SECTION 3. Adoption Leave

SECTION 3.1. Employees may use sick leave during the first six (6) calendar weeks of adoption leave. Certification from the adoption agency or the attorney who arranges the adoption is required.

SECTION 4. Vacation for 12-Month Employees

SECTION 4.1. Annual employees will accumulate vacation on a monthly basis with the number of days earned calculated by using the total vacation days earned per year divided by twelve. An employee must be at work or on paid leave 13 days within a month to earn vacation leave for that month.

SECTION 4.1.1. For vacation purposes, the length of employment will be determined on the anniversary date of employment.

SECTION 4.2. Vacation leave that is unused may not be carried over to the next year.

SECTION 4.3 All vacation leave is subject to approval by the Executive Director.

SECTION 4.4. Earned vacation may be used in order to extend sick leave.

SECTION 4.5. Holidays for Academy for Integrated Arts twelve-month employees:

No. of Working Days Holidays

- (1) New Year's Day
- (1) Martin Luther King's Birthday
- (1) Spring Break
- (1) Memorial Day
- (1) Independence Day
- (1) Labor Day
- (2) Thanksgiving
- (7) Winter Holidays (subject to vary yearly)

SECTION 4.6. The Board will not grant extended leaves of absence.