

4031 Leave Benefits for Staff

The following employment terms will apply for all staff in the absence of individualized contracts. If an employee has an individual contract with Teachwell, the terms of that agreement will govern over the terms of this policy.

Non-Contract Days. The Director or a designee may designate various days during a contract year as non-contract days. Employees will submit requests to schedule non-contract days in a specified manner that ensures coverage of classrooms. All requests will be subject to approval by the onsite supervisor and the Director or designee.

Personal Leave. All regular staff are eligible for leave according to their positions as defined below. Temporary hires, regardless of hours, are not eligible for leave. The fiscal year shall run from July 1 through June 30 of the following year.

- **Administrative Staff.** 12-month staff assigned to an administrative calendar accrue 20 days of paid annual leave each fiscal year at a rate of 1.67 days per month. A maximum of 30 days may be accumulated at any time. A maximum of 10 unused annual leave days are paid to the employee upon termination.
- **Personal Leave for Staff in Direct Service Roles .** Staff working in direct service roles may take up to three days of paid personal leave each fiscal year, provided that requests for leave be made a reasonable time in advance and subject to coverage availability. Unused personal leave cannot be carried over to the next fiscal year. Staff regularly scheduled to work at least 50% of a full-time calendar as defined by their position will have 3 days of personal leave available to them; staff working less than 50% will have one.
- Unused personal leave cannot be carried over to the next fiscal year.

Sick Leave

Upon request, an eligible staff member may take sick leave with full compensation for the following reasons:

- personal illness,
- pregnancy and related illness,
- eye and dental care,
- medical examinations,

- bereavement subject to the guidelines below, or;
- illness or medical examinations of an employee's spouse, parent or child; or the employee's spouse's parent or child where the staff member's presence is required.

Sick Leave Accrual. Sick leave will accrue as follows:

- **12-Month Employees.** 12-Month administrative and residential facility staff regularly scheduled to work 100% of a full-time calendar accrue 1.25 days sick leave per month.
- **School Calendar Employees.** Staff assigned to work a school year calendar, and who are regularly scheduled to work 100% of a full-time calendar accrue 1 day of sick leave per month.
 - Staff regularly scheduled to work between 50% and 100% of a full-time calendar as defined by their position will accrue a pro-rated number of days of sick leave per month.
- **Part-time Employees.** Staff members working less than 50% of a full-time calendar as defined by their position accrue 2 days at the beginning of each fiscal year to be used during that fiscal year.

Sick Leave Accumulation Maximum. Staff members may accumulate up to a maximum of 120 working days of sick leave at any time. Staff members working less than 50% of a full-time calendar as defined by their position do not carry over unused sick leave from year to year.

Procedures for Using Sick Leave. Staff members may only use sick leave on calendar days when they are normally scheduled to work. Staff members may only borrow from days not yet accrued with express permission of the Director.

Non teaching staff may take sick leave in ¼ day (or 2 hour) increments for medical appointments. Teaching staff may take sick leave in ¼ day (or 2 hour) increments so long as no substitute is required. Should a substitute be required, leave must be taken in ½ day (or 4 hour) increments

Teachwell has the right to investigate the use of sick leave and may request a staff member to provide a doctor's certification and periodic recertification for continued use of sick leave for the staff member's own illness or that of a family member.

Sick leave can only be used during employment and any unused sick leave will not be paid to the staff member upon termination.

Bereavement Leave. A staff member may use accrued sick leave for the death of an immediate family member. For the purposes of this policy, an immediate family member is defined as:

- the employee's spouse, parent, child, or sibling;
- the employee's spouse's parent, child or sibling;
- the employee's child's spouse;
- grandparents or grandchildren.

Special consideration may also be given to any other person whose association with the employee is similar to any of the above relationships. Use of sick leave under this provision for death of family members or friends not outlined here is subject to the Director's approval.

Leave of Absence Without Pay. Leave of absence without pay may be granted by the Director for up to one (1) year. Teachwell may require all accumulated qualified sick, annual, personal leave or scheduled absences to be exhausted prior to requesting unpaid leave.

Adopted on: 8/15/2023

Revised on:

Reviewed on: