

*Adopted: 05/24/2006*

Org 1995  
Revised 2010

**Revised:**

**410.5 Leave of Absence Policy**

**I. PURPOSE**

The purpose of this policy is to establish a leave of absence policy for Green Isle School employees in accordance with best practices that mutually serve students and staff.

**II. GENERAL STATEMENT OF POLICY**

A. Sabbatical Leave

1. Sabbatical leaves may be granted to employees after a minimum of three years of service at Green Isle School for any one of the following reasons:
  - a. Accredited advanced study;
  - b. Research or approved professional development activity
  - c. Other activities that might be interpreted as mutually beneficial to Green Isle School and the requesting employee
2. Employees on sabbatical leave are not paid during their leave period but are allowed to make normal progress on the salary schedule based on “step” level and education.
3. Employees requesting sabbatical leave may elect a period of time not to exceed three academic years.
4. Employees on sabbatical leave must notify the Green Isle Board of Directors, annually, regarding their intent for the upcoming academic year. The date, February 1<sup>st</sup> of each year, will be the notification date. This allows for planning and appropriate notification time for current staff having a need to know with regard to the position vacated due to the sabbatical.
5. Green Isle Board of Directors is the sole determiner in approving sabbaticals and how many persons may be approved for such a privilege.
6. Sabbatical requests should be submitted to the Green Isle Board of Directors in writing. Requests are considered and honored on a first come, first served basis.

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2. No more than thirty (30) days sick leave may be accrued and carried forward each school year. The maximum amount of accrued sick leave would be forty (40) days (for qualifying employees). Employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Green Isle School back should they terminate their employment prior to earning that time.
3. Long term substitute teachers may begin accruing sick leave, after their first ten days of service. Substitutes earn one (1) days of sick leave per twenty (20) days worked.
4. A sick leave bank may be established by the board based on a determination of need, and financial feasibility.

**B. Maternity/Paternity/Adoption Leave**

1. A Maternity/Paternity/Adoption Leave request shall be submitted in writing three (3) months prior to the date of the requested leave of absence. Documentation indicating the expected due/arrival date should accompany any such request.
2. Six (6) weeks (thirty working days) are granted for Maternity/Paternity/Adoption Leave.
3. Employees may use up to thirty (30) sick leave days for use as Maternity/Paternity/Adoption Leave. If thirty sick days are not available, employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Green Isle School back should they terminate their employment prior to earning that time.
4. Employees may be granted an additional two (2) weeks of Maternity/Paternity/Adoption Leave at the cost of substitute teacher compensation.
5. Leaves exceeding the six (6) week guideline may be granted at the board’s discretion and given appropriate physician’s documentation.

**C. Personal Leave**

1. Salaried staff accrues two (2) personal leave days per school year, which cannot be carried forward.
2. A third free personal leave day is granted to all licensed teachers as compensation for work above and beyond the normal call of duty such as open house, winter program, community celebration, etc.

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3. Employees may request an additional personal leave day at the cost of substitute pay.
4. Additional compensation days (or equivalent) may be available, at the discretion of the Director, for those attending conferences deemed “required and essential to the school.” The Director shall be responsible for arranging for a Green Isle representative.

**D. Bereavement Leave**

1. Bereavement leave not exceeding five (5) days may be granted to salaried staff who experience the death of an immediate family member, including: a spouse, child, parent, sibling, grandparent, and/or father/mother-in-law.
2. Additional leave may be granted at the discretion of the Director on behalf of the Board.

**E. Long Term Substitute Pay**

1. The Board of Directors establishes long-term substitute pay rate annually. Included in that rate would be an initial pay rate for the first ten (10) days of employment and an adjusted rate for all days following. This rate includes the accrual of sick time after the first twenty (20) days of employment.

**III. DISSEMINATION OF POLICY.**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.