

# MEMBER FACT SHEET

## SICK AND TEMPORARY LEAVE

### SICK LEAVE (Article 20/Page 27)

- A teacher shall earn sick leave at the rate of 1-1/2 days at the beginning of employment from 9/1 to 6/1.
- No more than 15 days per year can be accumulated.
- A teacher may accumulate up to 120 days total.
- Sick Leave can only be used for personal illness (including pregnancy disabilities and caring for a family member for up to five days).
- If absent for more than three days, the teacher must obtain a sick note.
- Upon retirement, teachers will receive payment for 90 days provided he/she has 20 years of service.

### TEMPORARY LEAVE (Article 21/Page 29)

#### Personal Day

- Must be requested five days in advance
- Used for sound, pressing and unavoidable reasons
- Cannot be used to extend a long weekend or a vacation

#### Bonus Day

- If during the year a teacher uses no personal leave and no sick leave, the teacher is eligible for a bonus day.
- Bonus days are approved just like personal days.
- The teacher may give up the bonus day at any time during the next school year and receive the payment of one day per diem in the next pay period.
- May be used to extend a long weekend or vacation if approved by superintendent.

#### Bereavement

- Five consecutive days leave because of death of immediate family (spouse, parents, children, brothers, sisters, mother-in-law, father-in-law, or a blood relative residing in the same house).
- Two of these days may be used for settling estate used any time with five days notice.
- One day leave to attend funerals of relatives not listed.

#### Jury Duty

- Notify superintendent immediately after being summoned.
- Teacher paid difference between jury duty pay and his or her salary.
- If a teacher is dismissed from jury duty before 1:00, the teacher shall return to work.

#### Religious Holiday

- One day leave of absence may be deducted from sick leave to celebrate a religious holiday.
- A personal day may also be used for such matters.

#### Professional Leave

- Teachers may be granted professional days to participate in out-of-district workshops
- Superintendent approval required.

**Family Medical Leave Act (FMLA)**

- Available to all employees
- Contact human resources for more information.
- Can run concurrent with sick days after three consecutive absences.