

LEAVE AND ABSENCES

All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with this policy or other leave policies enacted by the board of education. Unless approved by the board of education or the superintendent, principals and other supervisors are not authorized to rearrange the work calendars of employees.

ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS

Each employee of the Pickens County Board of Education shall be entitled to sick leave, with full pay, earned on the basis of one and one-fourth (1 ¼) day for each completed month of service. All unused sick leave shall be carried over from one fiscal year to the next. Sick leave accumulated by an employee is transferable from one school system to another school system, up to a maximum of 45 days.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent or his/her designee shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member.

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, sisters, brothers, grandparents, grandchildren, aunts, uncles, nieces, nephews, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or other relatives living in the household.

REINSTATEMENT OF PREVIOUSLY PAID SICK LEAVE

Any Pickens County Board of Education employee, who has been paid for unused sick leave, may "buy back" these days up to the total number of days paid. This "buy back" must be made in one transaction paid in full to the Pickens County Board of Education.

The cost of the "buy back" will be \$25 per day plus \$1.91 matching social security the board paid for a total of \$26.91 per day.

PSERS (Public School Employee Retirement System) employees will have the option to accumulate sick days or be paid annually at the rate of \$25 per day for all unused sick days accumulated over 45.

PERSONAL AND PROFESSIONAL LEAVE

Employees may take a total of three (3) days of personal leave if prior approval of the absence has been given by the employee's immediate supervisor. A leave form must be filed and approved by the principal prior to leave. Unless otherwise approved by the employee's immediate supervisor and the Superintendent, personal leave will not be granted during pre-planning, post-planning, in-service days, the first or last week of school, or on the day before or day after holidays. Professional leave will be approved at the discretion of the principal or the employee's immediate supervisor.

OBSERVANCE OF RELIGIOUS HOLIDAYS

Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

JURY AND WITNESS LEAVE

Each person employed by the Pickens County School system shall be allowed leave with pay for the purpose of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave related to a person's employment with the school system shall not be deducted from an individual's accumulated personal, professional or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed for reasons arising out of their employment with the school system may keep the jury/witness pay and still receive their daily pay.

MILITARY LEAVE

All employees of the Pickens County Board of Education are entitled to paid leave not to exceed eighteen days in any calendar year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Employees also are entitled to leave not exceeding thirty days in any one calendar year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States armed forces. Employees who have military commitments shall inform the director annually and shall

cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.

BEREAVEMENT LEAVE

In the event of a death of an employee's relative, bereavement leave will be allowed and charged against the employee's sick leave.

EMERGENCY LEAVE

The Board may grant emergency or other unpaid leave to an employee upon recommendation of the Superintendent.

FAMILY & MEDICAL LEAVE ACT

To the extent that any provision in this policy conflict with or is superseded by the Family and Medical Leave Act ("FMLA"), the regulations promulgated thereunder, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, control.