

5. **Leave for Personal Reasons**

Each member of the bargaining unit shall be allowed six (6) days of paid leave for personal reasons each year to be charged against accrued sick leave and provided that such leave shall be non-cumulative. Except in emergency situations, employees shall request leave for personal reasons forty-eight (48) hours in advance of such leave.

A personal leave request shall not be made for any day immediately proceeding or following a Board approved holiday or the first or last week of the school year when students are in attendance, at the discretion of the supervisor.

6. **Permanently and Totally Disabled Employees**

The superintendent will submit to the School Board an agenda item wherein the Board will accept the termination of an employee based upon the determination that the employee is permanently and totally disabled pursuant to applicable Workers' Compensation statutes, rules and regulations. To the extent allowed by statutes, the employee will receive his/her terminal pay for any unused sick leave and/or annual leave and any leave the employee is on will be cancelled upon the School Board's action.

**SECTION C - MATERNITY LEAVE/RECOVERY**

1. Accrued sick days may be used for maternity leave which refers only to the type of leave taken by female employees to cover the period of their own actual physical inability to work as a result of pregnancy, childbirth, abortion, miscarriage, or related medical conditions, or recovery there from. It does not include leave taken or requested for personal reasons related to maternity, e.g., preparing for the birth of a child or caring for an infant where there is no accompanying disability.
2. Once an expected date of confinement has been established, no further medical statement is required for sick leave if maternity disability (use of accrued sick days) occurs within three (3) weeks prior to the expected date of delivery or within six (6) weeks after the actual birth of the child. Any extended sick leave for maternity outside these nine (9) weeks must be supported by a physician's statement. If accrued sick leave is not sufficient, or if an employee elects not to use accrued sick leave for maternity, unpaid personal leave may be used.
3. Short term illness related to maternity is treated as the same as any other day-to-day illness.

**SECTION D - CHILD CARE LEAVE - UNPAID**

1. A regular employee may request and shall be entitled to a leave of absence without pay for child care (normally after recovery) or when adopting a child or foster care. In the case of adoption, leave would begin upon receipt of custody. Leave may be granted for the remainder of the employee's term of appointment and may be extended for one additional year provided that the total time away from the job is not more than eighteen (18) months.
2. It is the responsibility of the employee to keep the supervisor informed so that appropriate administrative arrangements can be made prior to return to duty. Upon return from extended leave, an employee may be

**ARTICLE 4 – LEAVE**

**SECTION D - CHILD CARE LEAVE – UNPAID cont'd**

returned to the same or similar position.

**SECTION E - JURY DUTY LEAVE**