

ARTICLE 4 - LEAVE

SECTION B - SICK LEAVE (cont'd)

2. Leave of Absence - Unpaid

- (a) As soon as possible, but within the first three (3) consecutive days of absence, an employee must notify his/her supervisor of his/her absence and apply for leave in accordance with one of the leave provisions set forth in this Article. Except in unusual circumstances, as determined by the Superintendent, failure of the employee to notify and apply for leave in a timely manner, will be considered a resignation of employment from the District.
- (b) After accrued sick leave is exhausted, an employee may request unpaid personal leave of absence due to his/her personal illness. Personal leave due to illness is leave without pay and may be granted for a period of up to the end of the employee's work year.
- (c) **Personal Leave** - A Personal Leave of absence is granted at the District's discretion, for an employee to be absent from his/her duties for specified periods of time with the right of returning to duty on expiration of the leave. Leave shall be officially granted in advance by the District and shall be used for the purpose set forth in the leave application. Such Personal Leave when granted will be for the remainder of the school year, unless otherwise approved with the initial leave request. In addition, up to one (1) additional year of leave shall be granted upon receipt of a written request from the employee, unless the employee has not been reappointed or dismissed, in keeping with other provisions of the Agreement, for the next school year. Such extension of Personal Leave shall be timed such that the employee returns at the beginning of a new grading period. Once an employee has exhausted the leave privileges under this subsection, the employee shall be required to return to duty for a full year before being eligible for another Personal Leave under this section.
- (d) Family and Medical Leave - Bargaining unit members are entitled to unpaid medical and Family Leave under the Family and Medical Leave Act pursuant to Board Policy 3.76.

3. Injury or Illness in Line-of-Duty

- (a) An employee who is absent because of injury or illness in the line of duty, may be entitled up to ten (10) paid leave days per year for any one injury/illness which shall not be cumulative and which shall not be charged against the employee's sick leave balance. These ten (10) non-cumulative days will be applied to the first ten (10) days of approved Workers' Compensation lost time. All claims for such leave must clearly substantiate injury received in carrying out assigned duties. Additionally, such paid leave shall only be awarded for the duty days for which the employee has been employed.
- (b) In cases of unusual illness or injury in the line of duty, an employee may make a request to the Superintendent for additional compensation leave days. If the Superintendent is satisfied that the condition warrants, he/she shall recommend additional compensated leave to the Board.
- (c) Any employee who has a claim for compensation while absent because of illness contracted or injury incurred as prescribed herein, shall notify his/her supervisor as soon as such illness or injury is apparent and shall file a claim by the end of each month or pay period as requested during which such absence has occurred. The Board shall satisfy itself that the claim correctly states the facts and that such claim is

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