

**ADMINISTRATIVE PERSONNEL
PERSONNEL LEAVES AND ABSENCES
(LEAVE FOR PERSONAL OR FAMILY ILLNESS AND BEREAVEMENT)**

- NOTE:** Administrators and supervisors employed for the school year are granted sick and emergency leave on the same basis as teachers (see Policy File: GBRI). The following policy applies to all personnel employed on a 12-month basis.
1. Sick Leave shall be granted with pay to an employee who is suffering with a disability which prevents him from performing his usual duties and responsibilities; who requires medical, dental, or optical consultations or treatment; or in case of death in the immediate family.
 2. All 12-month full-time employees shall earn sick leave in the following manner:
 - a. During less than three years of service at the rate of one day of leave per month (12 days per year).
 - b. After three years of service but less than ten years of service at the rate of one and one-fourth days of leave per month (15 days per year).
 - c. After ten years of service or more at the rate of one and one-half days per month (18 days per year).
 3. Years of experience shall be computed on a fiscal year basis. An employee must be employed and on the job for at least six months or more prior to the end of a fiscal year to receive credit for a year's experience.
 4. A person who is absent for six or more consecutive days because of personal illness shall be required to present a certificate from a licensed medical doctor certifying such illness. A person who is absent eight or more days because of personal illness during one month or fourteen days during one year may be required to present a certificate from a licensed medical doctor certifying such illness. The Superintendent or his designee may also have a Board selected doctor examine the employee to determine the seriousness of the illness in the interest of the employee, fellow workers, and students. (See Policy File: GBRA)

5. Unused sick leave shall be carried forward and accumulated without limitation. Upon retirement the employee shall be paid for unused leave not to exceed 25 days and all accumulated leave shall be added in accordance with the retirement system policies to grant the retiree additional years or days of service.
6. The employee shall submit a statement from a licensed medical doctor certifying such illness was such that the employee was unable to perform their job duties. Such medical statements must be submitted within two weeks from the time the person accumulates the specified number of sick days or the amount of their pay will be deducted from the next payroll check.
7. Absence from duty without proper excuse or verification may be considered grounds for disciplinary action and could result in loss of pay, suspension, and possible termination. Extended illness or disability which continues for 30 or more consecutive days will be excluded from this excessive absence provision.
8. Sick leave shall be credited to the employee at the beginning of the fiscal year.
9. Daily attendance and leave records shall be maintained for all personnel eligible to accrue sick and bereavement leave.

Adopted: 2/02/72
Revised: 6/16/93

Notes: The Board's policy on extended sick leave (see Policy File: GBRIA) also applies to administrators.

Twelve-month employees may use days of annual leave to cover absences for various types of personal emergencies (see Policy File: CGPA).