

**PROFESSIONAL PERSONNEL PERSONAL LEAVES AND ABSENCES  
(FOR ILLNESS AND EMERGENCIES)**

- I. Leave for illness and personal emergencies shall be granted teachers and other certificated employees hired for the school year in accordance with State law, as summarized below:
- A. All teachers shall be entitled to a minimum of ten (10) days absence per school year because of personal illness or other emergencies, without loss of pay.
  - B. Such sick leave, when not used in any year, shall be accumulated to the credit of the teacher without limitation.
  - C. When a teacher is absent for six (6) or more consecutive days because of personal illness, he/she shall be required to present a certificate from a licensed medical doctor certifying such illness. A person who is absent eight (8) or more days because of personal illness during one (1) month or fourteen (14) days during one (1) year may be required to present a certificate from a licensed medical doctor certifying such illness. The Superintendent or his/her 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 - Professional Personnel Health Examinations)
  - D. The employee shall submit a statement from a licensed medical doctor certifying such illness was such that the employee was unable to perform job duties. Such medical statements must be submitted within two (2) 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.
  - E. The School Board may adopt such rules and regulations as are necessary relative to the use of such sick leave, either current or accumulated, for emergencies. It may also grant additional sick leave without loss of pay or with such reduction of pay as it may establish and fix.
  - F. Upon the retirement of any teacher, or upon his/her death prior to retirement, the Board shall pay to such teacher, or to his/her heirs or assigns, sick leave which has accrued to such teacher, but which remains unused at the time of his/her retirement or at the time of his/her death if prior to retirement, not to exceed twenty-five (25) days of such unused sick leave. Such pay shall be at the rate of pay received by the teacher at the time of retirement or death prior to retirement.

- II. In accordance with the State law outlined above, the Lafayette Parish School Board establishes the following regulations:
- A. SICK LEAVE ... Sick leave shall be granted in case of personal illness of the employee.
1. A certificate from a licensed medical doctor shall be required when a teacher is absent six (6) or more consecutive days.
  2. In the event there is no cumulative sick leave, all sick leave taken over and above the ten (10) days allowed per school year will be accounted for by a licensed medical doctor's statement.
- B. EMERGENCY LEAVE ... An emergency leave shall be granted for the reasons and under the conditions listed below:
1. Serious illness or death in the immediate family.
    - a. Serious illness in the immediate family must be of a nature as to involve the employee in an emergency. Current and accumulated sick leave may be used by the employee for this purpose. A licensed medical doctor's statement certifying such illness shall be provided for six (6) or more consecutive days of absence. Designated as immediate family are husband, wife, children, mother, father, mother-in-law, father-in-law, grandchildren, son-in-law, daughter-in-law, sister, brother or a person living and being cared for under the same roof as that of the employee. The Director of Human Resources Division will review all requests for leave for other than immediate family and grant leave if request is judged valid.
    - b. Death in the immediate family shall be construed to be the existence of an emergency for a maximum of ten (10) days, one of which shall include the day of the funeral. Current and accumulated sick leave may be used for this emergency.
  2. Circumstances of such nature as to be beyond control such as fire, flood, acts of God and summons to appear in Court.
  3. A maximum of two (2) days leave shall be granted to an employee for marriage.

### III. PERSONAL LEAVE

1. Every teacher shall be allowed up to two (2) days of absence during each school year to be used for such purposes as may be determined by the individual teacher without loss of pay.
2. The teacher requesting personal leave shall give the principal twenty-four (24) hour notice prior to taking the leave.
3. Personal leave shall be deducted from current or accumulated sick leave.
4. Personal leave shall not be accumulated from year to year and if not used, will be carried over as accumulated sick leave.

### IV. DEDUCTIONS FOR ABSENCE BEYOND PAY LEAVES

1. Request for additional days not covered by the above policies shall be submitted in writing to the Human Resources Division at least two (2) weeks prior to departure. If approved, employee shall be docked full pay for these days.
2. All leave taken because of personal illness and other emergencies will be charged against the amount of sick leave allowed and cumulated as prescribed by law.
3. Attendance at professional meetings, at the request of or with the permission of the Superintendent, will not be charged against sick leave.
4. Teachers needing more days than provided for personal illness or serious illness in the immediate family can apply for Extended Medical Leave which provides ninety (90) days of leave to each employee every six (6) years paid at sixty-five (65%) percent of the employees daily rate.
5. Teachers needing more days than provided by Extended Medical Leave for personal illness or serious illness in the immediate family or other emergencies may be eligible for application to the Sick Leave Bank. (See Policy File: GBRIH - Sick Leave Benefits Sequence for Teachers and Bus Drivers). Otherwise the employee will be docked at one hundred (100%) percent of their daily rate of pay.
6. Principals are directed to report the absences of all personnel, including the principal, on the monthly report forms provided.

V. SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEM

1. It is the responsibility of **all employees** to report their absence(s) by calling the automated Substitute Employee Management System at (337) 521-7600 or by utilizing the online feature called “Webcenter.” In addition to notifying the Substitute Employee Management System, **all school site employees must notify their school administrator or the administrator’s designee. All other employees must notify their immediate supervisor in addition to reporting their absence to the Substitute Employee Management System.**
2. All absentee notifications to the administrator, his/her designee, or a supervisor should be reported on or before the date of the absences. **Except in the case of an emergency, absences reported on the day of the absence should be reported no later than one hour prior to the starting time for the employee’s site.**
3. Failure to report an absence is against the policy of the Lafayette Parish School System and can result in a letter of reprimand or recommendation of termination depending on the frequency of occurrences. When an employee fails to report an absence, it is then the responsibility of the SEMS administrators of the school or department to record the absence.

Adopted: 02/17/71  
Revised: 02/07/79  
Revised: 11/07/79  
Revised: 03/04/81  
Revised: 01/06/82  
Revised: 08/15/84  
Revised: 06/16/93  
Revised: 11/03/99  
Revised: 01/19/00  
Revised: 02/20/02  
Revised: 02/18/09

LEGAL REFS.: LSA-R.S. 17:1201-1202

NOTE: Policies on leave covering illness and emergencies for twelve (12) month teaching personnel are coded Policy File: CGPG and Policy File: CGPH A policy on extended, nonpaid sick leave is coded Policy File: GBRIB.