

Thomas County Schools
POLICIES REGARDING EMPLOYEE ABSENCES

A. Certificated Personnel

1. Sick leave for classroom teachers.

Classroom teachers are granted eleven and one-quarter (11 $\frac{1}{4}$) days of sick leave during each academic year, without any deduction from salary for the days absent, with the following provisions:

(a) Teachers are entitled to and must claim sick leave for absences due to:

(1) illness of self, spouse, child, mother, father, brother, or sister.

(2) illness of blood or legal relative who is a member of the same household as the employee.

(3) death of any of the aforementioned relatives or of the mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandson, or granddaughter of the employee.

(The number of days an employee may be absent due to the death of a legal relative is subject to the approval of the principal.)

(b) Sick leave is granted for absences due to the reasons listed in paragraph (a) only when the employee's reporting for work would result in genuine hardship for himself or his family.

(c) Persons who use less than their allotted days of sick leave during any academic year will have their allotment for the succeeding year increased by one-half the number of unused days. Sick leave may be accumulated under this provision up to a maximum of twenty (20) days total allotment in any one school year.

(d) Persons not employed in the system for the full academic year are granted sick leave for a number of days which is prorated on the fraction of the year during which they are employed.

(e) State Department of Education regulations stipulate that teachers cannot be absent from their teaching post more than nineteen consecutive school days without being removed from the system's official payroll.

(f) Teachers absent from their post for a fraction of a school day for reasons covered by the sick leave policy may claim no less than one-half day's leave.

(g) Immediately upon returning to his post, the teacher must sign an application for sick-leave coverage, stating time and reason for absence. This application must be approved by the principal and forwarded to the superintendent for approval and payment. No claim will be approved which is filed more than thirty (30) days after the date of the absence.

(h) A doctor's statement confirming illness may be required by the principal or superintendent.

(i) Principals are required to keep a record of each teacher's sick leave claims and of all teacher absences.

(j) When a teacher is absent for a period of one-half ($\frac{1}{2}$) school day or more for reasons covered in the sick leave policy, the absence will be charged against the teacher's allotment, regardless of whether the service of a substitute teacher is secured or not.

2. Personal Leave for Classroom Teachers.

During any school year, a teacher may utilize up to a maximum of three (3) days of sick leave for the purpose of absenting himself from his duties for personal or professional reasons such as personal business, required court appearances, graduations, weddings, etc. Teachers are required to notify the Superintendent and secure his approval for such leave at least two weeks before the date of the intended absence. If the circumstances which make an absence necessary arise less than two weeks before the date of the intended absence, the Superintendent's approval should be sought immediately.

3. Other Certificated Personnel.

The policies described in sections 1 and 2 above, will also apply to all certificated personnel other than classroom teachers except that such personnel will report to their immediate superior as indicated on the official Organizational Chart of the system, and as a rule, the service of a substitute will not be secured.

B. Bus Drivers

1. Sick Leave

Sick Leave for bus drivers will be governed by the same policies which are outlined in Section A-1 for certificated personnel, with the following exceptions and added provisions:

(a) Each driver is required to file with the principal to whom he reports the names of one or two substitute drivers for his route. After these substitutes have been approved by the Transportation Coordinator, the driver may contact them directly when the need arises for their service.

(b) The principal is to be notified as soon as possible when the route is to be driven by a substitute. If the driver's absence is due to a cause which is covered under the sick leave policy, the driver must file with the principal a sick leave application, stating the date and the reason for the absence and the name of the substitute driver. Upon approval by the principal, sick leave applications will be forwarded to the Superintendent for payment.

2. Personal Leave

No provision is made for personal leave for bus drivers. Absences for personal reasons are to be approved in advance by the principal and will result in a deduction of $\frac{1}{20}$ of the driver's monthly pay for each day of such absence. The securing of an approved substitute driver on such occasions is the responsibility of the driver.