

THOMAS COUNTY SCHOOLS POLICIES REGARDING EMPLOYEE ABSENCES

GENERAL: The following policies will apply to all employees of the Thomas County Board of Education except those paid on an hourly rate.

1. Sick Leave

Employees are granted one and one-fourth ($1\frac{1}{4}$) paid sick leave days per month of employment without any deductions from salary for days absent, with the following provisions:

- A. Employees are entitled to and must claim sick leave for absences as a result of:
 - 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 only when the employee's reporting to work would result in genuine hardship for himself or his family.
- C. Unused sick leave may be carried over from one fiscal year to the next. Under this provision, twelve-month employees may accumulate a maximum of twenty-five (25) sick leave days, eleven-month employees a maximum of twenty-three (23) days, and ten-month employees a maximum of twenty (20) days.
- D. In accordance with State Department of Education regulations, employees will not receive pay for days they are absent and for which there is no leave provided under this policy. For example, if a teacher employed under a 190 day contract is absent and the absence is not covered by leave policy (because of the nature of the absence or because leave time has been exhausted), 1/190 of the teacher's annual salary will be deducted for each day of such absence.
 - 1. Under the above State Department regulations, no teacher shall pay a substitute directly or through payment to the Board of Education for substitute work performed at any time for any reason. The Board of Education is solely responsible for paying the salaries of substitute teachers.

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2. Provision (I.D.1.) above also applies to bus drivers employed by the Thomas County Board of Education.
- E. A doctor's statement confirming illness may be required by the principal of the superintendent.
- F. Principals are required to keep a record of all employee absences and to submit monthly, or as required, a report of such absences to the Superintendent.
- G. If an employee is absent for twenty (20) consecutive days, he will be dropped from the payroll.

II. Personal Leave

An employee may use a maximum of three (3) days of sick leave during the fiscal year for personal leave. Requests for such leave must be submitted to the principal at least ten working days in advance of the intended absence whenever practical. Both the principal and Superintendent must approve the request in order for the absence to be considered as valid personal leave.

- A. Personal leave will be granted for the following reasons only:
 1. Required court appearances
 2. Nationally recognized religious holidays
 3. Meeting of professional organizations
 4. Funerals not covered under Section I A 3
 5. The graduation of a teacher's husband, wife, or child which is scheduled at such time and distance as to make it impossible for the teacher to attend without being absent during school hours.
 6. NTE taken on a school day because of religious convictions
 7. Reasons not included under any of the above categories but judged to be legitimate and approved by a Personal Leave Committee. This committee shall consist of (1). the three immediate past-presidents of the Thomas County Association of Educators (2). Superintendent of Schools (3). one school principal appointed by the Administrative Advisory Committee. This committee will consider and make decisions regarding the approval or disapproval of requests for personal leave which are not allowable under the above six categories.
- B. Personal leave cannot be carried over from one fiscal year to the next and not more than three (3) days of personal leave will be approved during any one year.
- C. When any employee is absent for personal reasons and there is no leave provided under this policy, paragraph (I. D.) will apply.