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LEAVE PROGRAM

Consistent employee presence on the job promotes and maintains excellence in the Albemarle County Public Schools School Division ("Division") by providing uninterrupted continuity of service and reduced temporary employee/substitute costs. ~~It is recognized~~ The Albemarle County School Board ("Board") recognizes that ~~certain~~ some absences from providing services ~~in the schools~~ are ~~unavoidable~~ necessary. In such cases, the return to work of absentee employees at the earliest time commensurate with good health, safety, and reasonable personal consideration is an expectation. ~~It is the intention of the Albemarle County School Board~~ The Board expects that all employees shall strive to maintain an acceptable attendance record, and that the occasional absences of employees shall not have an adverse ~~effect~~ effect on student services.

The following regulation is effective July 1, 2019.

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August 11, 2005;
November 3, 2005; October 22, 2009; June 12, 2014; January 22, 2015;
October 8, 2015

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296, 22.1-289.2, 44-93, 44-93.1, 44-93.3, 44.93.4, 44.102.1

38 U.S.C. §§ 4312, 4313, 4316, 4317

20 C.F.R. §§ 1002.259, 1002.261, 1002.262, 1002.267

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LEAVE PROGRAM

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Ref.: [GBAB, Americans with Disabilities Act](#)
[GBCA, Employee Discipline](#)
[GBEAC, Fitness for Duty](#)
[GCA, Personnel - Definitions](#)
[GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation](#)
[GCLA, Professional Learning Time and Leave](#)
[GCPA, Reduction in Licensed Staff](#)
[GCPAA, Classified Employee Reduction in Force](#)
[GCPCC, Insurance](#)
[GCQA, Non-School Employment by Division Employees](#)
[GCQC, Coverage of Schools Due to Weather and/or Emergency](#)
[GCR, Consultants](#)

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A. Types of Leave

Employees have access to different types of leave. The conditions of some categories of leave depend on the contract status, such as whether the employee is 10/11/12 month or classified/teacher/administrator personnel. The four general types of leave are:

- 6. Personal Leave/Annual Leave
- 7. Sick Leave
- 8. Family & Medical Leave (Federal Program)

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I. General Information

A. Eligibility

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B. Absences

All Division regular, benefits-eligible employees are eligible for the benefits and programs outlined in this policy. While employees ineligible for benefits may not accrue paid leave as a benefit, they may be granted certain types of paid and unpaid leave under programs outlined in this policy. (See also, GCA, Personnel-Definitions.)

B. Definitions

Unless otherwise stated in policy or defined by law, these definitions apply only to this policy.

Day of Leave or Day: A “day of leave”, a “day”, or “daily” shall equal the total hours scheduled per school year divided by the number of days established for an employee’s position and number of months (i.e. 10, 11, or 12) worked in a school year. This will not necessarily be the same amount an employee works on a given day. Unless otherwise noted, this definition applies to all leave types.

For example, a 12-month employee (260 days) scheduled for 2080 hours per school year has an eight (8)-hour day of leave; a 10-month employee (200 days) scheduled for 1450 hours per school year has a seven and one quarter (7.25)-hour day of leave; an 11-month employee (220 days) scheduled for 1760 hours per school year has an eight (8)-hour day of leave.

Employee: Unless otherwise noted, “employee” in this policy refers to regular, benefits-eligible employees.

Flex: This refers to the ability of a supervisor to allow an employee to work an alternative schedule.

FTE: “Full-Time Equivalency” or “FTE” describes the full- or part-time status of an employee.

Household Member: Household Member refers to 1) any individual who cohabits or who, within the previous 12 months, cohabited with the employee, and any children of either of them then residing in the same home with the employee, 2) the employee’s former spouse, whether or not he/she resides in the same home with the employee, or 3) any individual who has a

child in common with the employee, regardless if the employee and individual have been married or have resided together at any time.

- Immediate Family: Unless otherwise noted in policy or defined by law, “immediate family” is defined as the employee’s spouse, children, parents, siblings, grandparents or the employee’s spouse’s children, parents, siblings, grandparents (includes all direct lineage such as great-grandparents, grandchildren, etc. and step-immediate family members).
- Parents include persons standing *in loco parentis* and children include biological, adopted, or foster children, stepchildren, legal wards, or children of a person standing *in loco parentis*.
- In loco parentis* includes those who have or had day-to-day responsibilities to care for or financially support a child who is under 18 years of age, or 18 years of age or older and incapable of self-care because of a physical or mental disability. A biological or legal relationship to the child is not necessary.
- In Writing: “In writing” refers generally to any dated, written statement including a leave slip, letter, note, formal memorandum, or e-mail, unless otherwise noted or defined by law. Refer to specific policy sections or department requirements for specific forms that may be required.
- Rolling Year: A rolling 12-month period measured backward from the date an employee uses leave.
- School Year: This period is defined as the fiscal year adopted by the Board (July 1 to June 30).
- Workday: “Workday” specifically refers to a calendar day worked, as opposed to a “day of leave” or “day”.

C. General Leave Guidelines and Responsibilities

1. Leave under the Family Medical Leave Act (“FMLA”), Workers’ Compensation, Sick Leave Bank (“Bank”), Debilitating or Life-threatening Illness or Injury, and Income Replacement Program (“IRP”) is managed by the Department of Human Resources (“Human Resources”) for privacy reasons with administrative support from the employee’s school/department. All other leave is managed and administered by the employee’s school/department with support from Human Resources.

2. Employees and supervisors should be familiar with the types of leave available and the proper procedures for using, approving, and accounting for each. Unless specifically stated, leave is used when an employee is absent from work, not as a means of additional compensation. Pay and leave for non-exempt employees are determined on a total workweek basis, not a daily basis.
3. Leave is taken based upon an employee's schedule, which may be different from an employee's day of leave. Due to fluctuations in a day of leave and the varying base weekly hours of different positions throughout the Division, leave may be taken at a different rate from the rate at which it was accrued.
4. An employee will have access to their own with two (2) or more regular positions (dual jobs) will have the FTE for each position combined to determine eligibility for leave benefits. Leave will be held in a single account for all regular positions. If one position is classified as 12-months and the other position is 10 or 11-months, leave benefits will be established in accordance with the position with the higher FTE. If the positions are the same FTE, the employee will be treated as a 12-month employee in regards to leave benefits.
5. Employees are expected to only take leave for which they have sufficient leave balances. "Leave without pay" ("LWOP") is not a leave type, but instead is a consequence of having insufficient applicable leave. Applicable types of accrued leave will be used before an employee may take LWOP. Human Resources will establish Division-wide rules for the order in which different types of leave are used to account for absences.
6. Employees may not borrow against future leave accruals. Paid leave may only be taken when the employee has earned enough leave to cover the absence or when provided by established Division programs/practices.
7. When an employee performs no work or is not in a paid leave status in a calendar month, no accrued leave will be used/earned for that month.
8. Employees the purposes of personal sickness, family sickness, bereavement, are responsible for notifying their schools/departments as far in advance as possible whenever they will be absent. Employees are responsible for following department guidelines as applicable when making leave requests. Employees shall follow the notification requirements and procedures of their schools/departments.
9. Employees are personal business or recreation. Leave responsible for discussing work-load/scheduling/coverage with their supervisors/designees when they need to be absent from work for any period, either as a block of time must be approved by the Principal/Department Head/Designee. The employee must state or intermittently.
10. Both the school/department and the employee are responsible for tracking leave approvals and absences.
11. Employees purpose for shall contact Human Resources for extended use or use of special leave types which the leave is requested, require additional approval/administration as outlined in this policy, such as leave under FMLA, unpaid leave, or military leave. Also, as outlined, supervisors shall notify Human Resources if an employee is out of work and may need extended use or use of

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special leave types that require additional approval/administration, such as leave under the FMLA, unpaid leave, or military leave.

12. The Principal/Department Head/Designee may approve leave that an employee has available where provided in this leave policy. To the best of his/her abilities, the Principal/Department Head/Designee shall ensure that processes/procedures are in place to prevent employees from taking unapproved or not yet accrued leave. Employees are responsible for being aware of their leave balances and usage and requesting leave use appropriately.

13. Any missed work that is not approved, or foreseeable absences that are not requested in a timely manner, may result in required leave use, denial of leave use, loss of pay, and/or disciplinary action. Failure to give proper notice or abuse of any of these policies may lead to disciplinary action up to and including termination.

14. Signs of leave abuse or excessive absenteeism will be addressed through performance management.

15. Employees shall receive prior authorization if they wish to work while on paid or unpaid leave pursuant to Policy GCQA, Non-school Employment by Division Employees.

16. It will remain the right of the Principal/Department Head/Designee to:

a. Authorize or refuse to authorize the advance request of an employee for permission to be absent;

b. Investigate absences;

c. Deny leave for absences in violation of any Board policy;

d. Impose reasonable disciplinary action upon employees who have abused their leave privileges and who violate the provisions of this policy; and

e. Require written verification/proof of medical appointments or other types of absences, unless prohibited by Board policy or law.

~~1.a. The and Superintendent/Designee will periodically review personnel attendance.~~

~~3. The Leave Profile Record which is managed at the school/department level, will continue to be maintained for all employees. The profile shows the number and nature of absences to indicate if a pattern of absences has developed, in order to help employees improve their attendance.~~

~~— Each absence, regardless of the length or reason, is to be recorded as one occurrence. Under the expectations for attendance policy, long term illness is defined as missing more than 7 consecutive workdays and the illness having been verified by a physician. Long-term illnesses are excluded from the calculation of expectations for attendance.~~

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~~1. If a pattern of absence develops, employees shall be counseled or referred to the Employee Assistance Program as appropriate, prior to any disciplinary action, to help them initiate steps to reduce their absenteeism.~~

~~— The number of leave days taken and reasons for the leave will be documented for informational purposes and the number of days will be noted on the employee's annual evaluation.~~

~~11.17. The Superintendent~~ may issue emergency regulations regarding employee work hours, absences, and leave usage in the event of a declared state of emergency, pandemic, or other crisis affecting the Division's ability to operate under normal policies and procedures.

II. Expectations for Attendance

A. General

The School Division recognizes that its employees may need time away from their positions to remain at home due to personal illness, and illness or death in their immediate families which require their presence. The immediate family is defined as the employee's or spouse's children, parents, siblings, grandparents and grandchildren. In such instances, it is the School Division's desire to provide a program of paid leave to cover such circumstances. It is also necessary, however, for employees to realize that absenteeism problems hinder the efficient operation of a school division department and its delivery of services to the public. Therefore, an attendance criteria is established which emphasizes that:

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1. The primary purpose of sick leave is to provide for paid time in the event of long-term illnesses. Employees must accumulate sufficient balances to cover this possibility.

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Sporadic absenteeism, i.e. time lost that is not due to long-term illness, must be limited in order to maintain efficient operations.

2. Satisfactory attendance is a minimum expectation for all School Division employees.

3. There should be consistent criteria upon which to make judgements about employee attendance who are placed.

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3. When an unsatisfactory pattern of attendance exists, the problem must be identified and rectified.

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Judgements regarding absenteeism problems will be made by examining patterns of usage. Abuses will be handled through the normal evaluation and disciplinary procedures of the School Division.

Regular attendance is a minimal expectation of all School Division employees. Principals/Department Heads are responsible for monitoring attendance within their schools/departments. When an employee's absenteeism exceeds a specified number of days (10 days for 10-month employees, 11 days for 11-month employees, or 12 days for 12-month employees) missed from available work time for individual sick leave, family illness, and/or bereavement, Principals/Department Heads will be responsible for investigating the situation and taking appropriate action when necessary. Absences for educational/professional activities, long-term illness, and personal/annual leave shall not be counted against this standard. Nothing in the above guidelines is meant to limit a supervisor in exercising discretion in applying these guidelines to an individual employee's circumstances.

— Guidelines for Monitoring Expectations for Attendance

A general guideline for expectations of attendance will be that an employee's absences not exceed 10, 11, or 12 days (respectively based on the regular months per year worked) excluding educational/professional activities, long-term illness, and personal/annual leave. When a supervisor believes that an employee's attendance is not acceptable, the supervisor may take any or all of the following steps:

- 0. Counsel with the employee concerning the need for immediate improvement in expectations of attendance.
- 0. Recommend or require referral to the Employee Assistance Program (EAP).
- 0. Establish a formal Plan of Assistance for the employee to improve attendance. Progress on the Plan of Assistance will be monitored within the normal cycle of the established evaluation process.
- 0. Other strategies deemed appropriate by the supervisor.

Failure on the employee's part to improve his/her attendance through this process may be grounds for the supervisor to recommend termination of employment with the Albemarle County Schools.

III. Procedure for Compliance for Absences

— Responsibilities of Supervisors

It is the responsibility of the Principal/Designee and the Superintendent/Designee to:

- 0. Authorize (or refuse to authorize in exceptional cases) the advance request of an employee for permission to be absent. Absences for urgent personal business, bereavement, or illness will be granted at the discretion of the immediate supervisor and in compliance with Board policy.
- 1. Investigate absences.
- 1. Deny leave payment for absences in violation of any Board policy.
- 1. Impose reasonable disciplinary penalties upon employees who have abused their leave privileges and who violate the provisions of the "Responsibilities of Employees" section of this policy.

A. Responsibilities of Employees

Every employee of the County has the following obligations and responsibilities concerning absence and must adhere to the following:

Albemarle County Public Schools

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4. ~~Request for Leave—When the need for being absent from work is known in advance, the employee must notify his immediate supervisor as far in advance as possible on the Leave Form provided by the Department of Human Resources.~~

~~Notice of Unexpected Absence~~ When an employee who has not given advance notice finds that he/she cannot report to work, the employee must notify his/her supervisor at least 60 minutes prior to the regular starting time. Upon returning to work, the employee must complete a Leave Form as a record of absence.

~~3. Failure to Give Notice~~ Failure to give the notice required shall constitute cause for a reasonable disciplinary penalty including loss of pay. Unless an absence has been authorized in advance or an absence is unavoidable, every employee shall be expected to be present and on time for his scheduled work.

~~4. Employees Returning to Work After Illness~~ When an employee returns to work after absence due to illness, the employee may be requested to submit a medical release certifying the illness and that he/she is well enough to return to work. This requirement may be met by the employee's physician or through a referral by the department head to the County physician. In such instances, the employee will be advised of the requirement prior to the employee returning to work.

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IV.I. Personal Leave

~~For 10/11 Month Teachers and Classified Staff~~

Teachers accrue paid personal leave each year, (10-month accrue 2 cumulative days/11-month accrue 2.2 days) which is in addition to any accrued sick leave. These days are added to their accrued sick leave balance each year. Teachers and classified staff may use leave for personal reasons, if granted by their Principal/Department Head, not to exceed their total sick leave balance.

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~~An employee~~ must notify the Principal/Department Head at least five (5) days in advance of the day or days to be taken as personal leave, in order that a suitable replacement may be secured for that position. If it is necessary for an employee to request personal leave without five (5) days notice, the Principal/Department Head may require an explanation from the employee.

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~~Guidelines for granting personal leave for eligible personnel are as follows:~~

~~0. Personal leave may not be taken during the first ten (10) teaching days and/or the last five (5) contract days, including snow make-up days at the end of the school year.~~

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~~0. Personal leave may be used provided it does not immediately precede or follow a school holiday or another leave, including compensatory leave. A school holiday is defined as a time when schools are closed for students and teachers exclusive of normal weekends.~~

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~~0. The Principal/Department Head~~ may limit the number of employees who may be granted personal leave on a given day in order to assure the orderly and efficient operation of the school/department.

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~~0. Personal leave may not be granted to an employee who has not met expectations for attendance during the current and/or previous school year.~~

~~Exceptions to these guidelines may be granted with approval by the Principal/Department Head. A written request from the employee for an exception must be made to the Principal/Department Head. The decision of the Principal/Department Head may be appealed to the Superintendent/Designee.~~

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~~Under special circumstances, a Principal/Department Head may authorize two (2) days of non-cumulative, unpaid personal leave each year. The Superintendent/Designee may extend the unpaid personal leave to five (5) consecutive days for emergencies or circumstances that, in the judgement of the Superintendent/Designee, deserve special consideration.~~

For 11-Month Administrative Staff

~~18. Eleven-month administrative employees accrue two and two tenths (2.2) cumulative days of paid personal leave each year, which is in addition to any accrued sick leave. These two and two tenths (2.2) days are added to their accrued sick leave balance each year. Eleven-month LWOP for disciplinary reasons or other administrative employees may use leave for personal reasons, if granted by their Department Head/Supervisor, not to exceed their total sick leave balance, may not use other types of leave concurrently without permission from the Director of Human Resources/Designee.~~

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~~19. Employees changing positions and/or departments within the Division without breaks in service shall maintain accrued leave and accrual rates in accordance with policy.~~

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~~20. Employees changing employment between Albemarle County Local Government ("County") and the Division shall maintain accrued leave in accordance with policy; accrual rates shall be reciprocal. Employees of a Partner Agency changing employment to the County, the Division, or another Partner Agency shall maintain accrued leave in accordance with policy and accrual rates shall be reciprocal as agreed through a signed MOU or similar agreement.~~

~~21. Although employees ineligible for benefits are not eligible for some of the leave programs in this policy, they are required to follow procedures for requesting time off, recording time worked, and acceptable attendance. When flex time is not approved, benefits-ineligible employees will be docked pay in accordance with GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation when applicable due to a lack of accrued paid leave.~~

D. Acceptable Attendance Standards

~~Acceptable attendance is a minimum expectation of all Division employees. Generally, an employee will not be considered to have acceptable attendance when more than one (1) day of~~

the designated types of absences below occur per month. On average this is 10 days for 10-month employees, 11 days for 11-month, and 12 days for 12-month per school year. However, the attendance of such employee shall be examined and addressed by the supervisor on a case-by-case basis as appropriate. An employee may have unacceptable attendance even though he/she may have sick leave or other paid leave available.

The following types of absences will count towards acceptable attendance standards. Sick leave, except that which is used concurrently with FMLA, Workers' Compensation, or bereavement will count towards these standards. Any other paid or unpaid leave used in lieu of sick leave also will be included. Unapproved annual, personal, and compensatory time leave, even if the employee uses paid leave, shall also count towards acceptable attendance standards.

Leave Under special circumstances, a Department Head/Supervisor may authorize two (2) days of non-cumulative, unpaid personal leave each year. The Superintendent/Designee may extend the unpaid personal leave to five (5) consecutive days for emergencies or circumstances that, in the judgement of the Superintendent/Designee, deserve special consideration.

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E. For 12-Month Classified and Usage

1. Exempt Employees

- a. Increments - Leave for teachers shall be taken in half-day and full-day increments. A half-day of leave shall be used when a partial day of work is performed by a teacher. Leave for employees other than teachers shall be taken in full-day increments.
- b. Work Expectations - An exempt employee is expected to work his/her full schedule. When an exempt employee takes leave, the supervisor should respect the employee's time off. However, there may be occasions when the employee may need to respond to an emergency. An exempt employee who performs a minimal amount of work shall still use leave. If more than a minimal amount of work is performed, the employee should work with his/her supervisor to flex the time on a later date or not use leave.
- c. Flex Time – Supervisors may approve exempt employees to work alternative schedules in lieu of using leave or in recognition of work above and beyond the employee's regular schedule. Time may be flexed outside of the workweek for exempt employees.

2. Non-Exempt Employees

- a. Increments - Employees who are eligible for overtime under FLSA shall record leave in 15-minute increments.
- b. Work Expectations – A non-exempt shall not perform any work while on leave. Permission to work while out shall be granted by the supervisor in advance and shall be recorded as compensable time instead of leave.

c. Flex Time – Supervisors may approve non-exempt employees to work alternative schedules in lieu of using leave within the same workweek. Pay and leave are determined on a total workweek basis. Leave will only be used to supplement an employee’s total weekly hours when the hours worked are less than his/her base weekly hours. For example, if an employee misses two (2) hours of work for a doctor’s appointment but works two (2) additional hours in the workweek with the supervisor’s permission, no sick leave would be taken that week.

A-II. Administrative Staff Leave

Administrative leave may be granted on a case-by-case basis for reasons, including but not limited to, investigations, suspensions, releases from work for safety, or recognition of service. Administrative leave may be paid or unpaid as appropriate. Administrative leave with pay is not an adverse personnel or employment action.

III. Annual Leave

A. Purpose ~~The School Board grants annual leave/vacation leave~~

Annual leave is provided to ~~all twelve~~ regular, benefits-eligible 12-month employees as a benefit.

B. Accrual Rates

Twelve (12)-month benefits-eligible employees shall begin to accrue annual leave based on the hire date of regular, continuous employment. Employees accrue annual leave monthly based on the employee’s day of leave at the time of distribution, as follows:

1. One (1) day per month for each month employed during the first five (5) years of continuous employment.
2. One and one-quarter (1.25) days for each month employed during the sixth through the tenth (6-10) years of continuous employment.
3. One and one-half (1.5) days for each month employed during the eleventh through the fifteenth (11-15) years of continuous employment.
4. One and three-quarter (1.75) days for each month employed during the sixteenth and through the twentieth (16-20) years of continuous employment.
5. Two (2) days per month for each month employed during the twenty-first through the twenty-fifth (21-25) years of continuous employment.

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6. Once annual leave has been approved by the Principal/Department Head/Designee, changes shall not be made to the approved annual leave use without notification in writing to the employee by the Principal/Department Head/Designee.

7. ^A Employees ~~On the anniversary of the~~ are responsible for knowing their leave balances and usage and scheduling leave in a timely fashion.

8. Principal/Department Head/Designee shall not approve more than three (3) consecutive weeks of annual leave if the employee is not planning to return to work. Any time requested by a terminating employee beyond three (3) weeks of annual leave shall be approved by the Superintendent/Designee prior to use.

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E. Conversion of Unused Annual Leave

1. At the end of the employee's birth month each year, any annual leave balance that is above 320 hours automatically converts the maximum accumulation cap will be converted as follows: 50% to the employee's own sick leave balance and 50% donated to the County ~~sick leave bank/~~Division Sick Leave Bank. The employee need not be a member of the ~~bank.~~ In cases where annual leave is at risk of being converted, annual leave must be used for time off prior to using compensatory leave. ~~Sick Leave Bank.~~

2. Employees are responsible for keeping track of and requesting use of their annual leave to avoid conversion of leave.

3. Employees and the Principal/Department Head/Designee are encouraged to work together to facilitate leave use to avoid losing annual leave.

F. Payout of Annual Leave

Payout of annual leave only occurs in the following situations:

Upon termination of regular employment, the employee will be paid ~~for his/her accumulated but unused annual leave. The maximum payout of annual leave will be 320 hours.~~

V. Sick Leave at the employee's hourly

A. Regular Sick Leave

1. 10/11 month teachers and classified staff

Employees earn sick leave at a rate of 1.25 days per month (12.5 for 10 month or 13.75 for 11 month per year) if employed before November 1, 1989. Employees employed after November 1, 1989 earn sick leave at the rate of one (1) day per month (10 or 11 days per year). Note: Part-time employees earn a prorated portion of sick leave based on the percentage of time worked.

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~~2. 12-month classified and administrative staff for any remaining annual Employees earn sick leave at a rate of 1.25 days per month (15 per year) if employed before November 1, 1989. Employees employed after November 1, 1989 earn sick leave at the rate of one (1) day per month (12 days per year).~~

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~~— Sick Leave Transfer, Applicable to All Licensed Employees~~

~~When hiring licensed personnel, Albemarle County Public Schools accepts a maximum of ninety (90) sick days which have been accumulated by that employee while serving as a teacher or administrator in this division or another school division within the Commonwealth of Virginia, under the following conditions:~~

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~~1. The individual's record of continuous service as a licensed or non-licensed teacher or administrator in a Virginia public school system has not been interrupted for more than two (2) years; and,~~

~~1. The employee provides evidence of this accumulated sick leave within six (6) months of being hired by the Albemarle County School Board.~~

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~~B. Extraordinary Sick Leave, Applicable to All Employees~~

~~1. In certain circumstances such as a long period of illness or recuperation, an employee may not have sufficient sick leave or sick leave bank balance to cover the period of absence. In such circumstances, employees may be eligible for an unpaid leave of absence, as outlined in Section VII, B, 3, Unpaid Leave of Absence up to the maximum cap.~~

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~~B. Sick Leave Bank, Applicable to All Employees~~

~~The Board will maintain a sick leave bank to be used when a member of the bank becomes incapacitated by long term illness (defined as more than 20 days) or injury as long as one-third of the eligible members agree to participate in accordance with the terms contained herein.~~

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~~Membership in the sick leave bank shall be voluntary and open to all eligible employees who accrue sick leave.~~

~~Each employee of the Board who accumulates sick leave is eligible for membership and may become a member by donating one day of sick leave upon joining and an additional day thereafter whenever an assessment is required.~~

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~~Requests for leave time from the bank must be made in writing by the employee or his/her representative in advance of the absence for which the extra days are to be granted. Requests cannot be made retroactively except in the case of absences that were presumed to be covered by Workers Compensation, but were subsequently denied.~~

~~Requests must be supported by a medical doctor's certificate acceptable to the Board. The Board reserves the right to require additional medical documentation to support the request. Failure to meet applicable requirements set forth in this policy will result in the rejection of the employee's sick bank application.~~

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~~Employees should also be aware of the Family and Medical Leave and how it relates to the use of sick leave and sick bank leave.~~

~~The Director of Human Resources is designated as the administrator of the sick leave bank.~~

16. Enrollment Procedures

~~An eligible employee may enroll within the first thirty (30) days of employment. An employee who does not enroll when first eligible may do so during any subsequent Benefits Open Enrollment period by making application and providing satisfactory evidence of good health to the Board.~~

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~~Membership in the bank may be earned by contributing one day of sick leave upon joining and an additional day thereafter whenever an assessment is required. The donated days of leave will be deducted from the donor's accumulated days of sick leave. Members who have no sick leave to contribute at the time of assessment will be assessed one (1) day and allowed to temporarily maintain a negative balance.~~

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Q. Rules for Use

~~The first twenty (20) consecutive contract days of illness, or disability will not be covered by the bank, but must be covered by the unit member's own accumulated paid leave or leave without pay. This requirement may be met in cases in which twenty days of absence, although not consecutive for the same illness/injury, occur within thirty working days.~~

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~~a. Requests for use of the sick leave bank must be submitted in writing by the employee or designee prior to the 20th day of absence except in the case of Workers Compensation claims that were denied.~~

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~~Eligible employees may take a maximum of forty five (45) working days from the sick leave bank in any rolling year (defined as a 365-day period beginning with the first day of sick bank usage). For example, if an eligible employee begins sick leave bank usage on March 1st, he/she would be entitled to take up to 45 working days from the sick leave bank in the 365-day period beginning on that date.~~

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~~Days drawn from the bank for any one period of eligibility must be consecutive, except additional periods of disability resulting from recurrence or relapse of the original illness, which will be covered fully on a continuing basis up to the annual maximum of forty five days. Once a member has used all 45 days of sick leave bank he must return to work and must meet the requirements of item Section 2a before becoming eligible to utilize sick leave~~

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| ~~bank benefits again.~~

- ~~· A member of the bank will not be able to use sick leave bank benefits until the employee's sick leave declines to zero. Sick Leave and/or sick leave bank time will run concurrently with FMLA where applicable.~~
- ~~· Members of the bank will be assessed additional days of sick leave at such time as the bank is depleted to two hundred days, unless they choose not to participate further in the bank.~~
- ~~· **Members** who have no sick leave to contribute at the time of assessment will be assessed one (1) day and allowed to temporarily maintain a negative balance.~~
- ~~· Members utilizing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.~~
- ~~· The sick leave bank request form must be signed by a medical doctor (M.D.) acceptable to the Board. The Board reserves the right to require additional medical documentation supporting the request.~~

~~0.2. Termination~~

~~Upon termination of employment or membership in the sick leave bank, a participating employee may not withdraw the days he/she contributed to the bank.~~

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V. Family and Medical Leave, Applicable to All Employees

2. Purpose Prior to transfer/hire from a 12-month position to a 10-month or 11-month position, the employee will be paid at the employee's hourly rate for any remaining annual leave up to the maximum cap. The employee may request to convert accrued annual leave to personal leave up to a maximum of five (5) days of leave of the new 10- or 11-month position. If an employee requests leave conversion, it will be taken from the balance subject to the maximum cap. Employees transferring to benefits-ineligible positions will be paid at the employee's hourly rate for any remaining annual leave up to the maximum cap prior to the transfer.
3. Upon transfer/hire from a 12-month position eligible for annual leave under this policy to a Partner Agency position that does not have a signed Memorandum of Understanding accepting leave, the employee will be paid at the employee's hourly rate for any remaining annual leave up to the maximum cap.
4. Upon transfer/change in FTE from a 12-month benefits-eligible to a 12-months benefits-ineligible regular position, the employee will be paid at the employee's hourly rate for any remaining annual leave up to the maximum cap.
5. When an employee has two (2) regular 12-month positions (dual jobs), annual leave payout will be representative of the FTEs for each position. For example, a .60/.40 employee would be paid 60% of the annual leave at the hourly rate of job A and 40% at the hourly rate of job B.

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IV. Bereavement Leave

A. Purpose

B. The of Policy

loss of an immediate family member or household member may deeply affect an employee. To allow an employee to grieve, tend to that person's estate, or other related matters, bereavement leave is available.

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Bereavement

B. The Family and Medical Leave Days and Use

In the event of the death of a member of an employee's immediate family or a household member, any regular employee may use up to five (5) days of unpaid bereavement leave per occurrence. Accrued sick leave may be used concurrently for up to the first five (5) days of absence. Any additional time requested by the employee, shall be covered by other applicable leave in accordance with this policy. In the event of the death of a non-immediate family member or non-household member, employees may not use bereavement leave, but may use other applicable leave in accordance with this policy.

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C. Extraordinary ("FML") Circumstances

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In the event of extraordinary circumstances, such as the death of a current colleague, the Principal/Department Head/Designee may allow employees to attend services with approval from the Superintendent//Designee, so long as it does not cause an undue hardship on the school/department. Administrative leave with pay shall be used in this situation for any regular employee.

V. Building Closure Leave

Paid leave and unpaid leave due to inclement weather and other Division emergencies are addressed in Policy GCQC, Coverage of Schools Due to Weather and/or Emergency.

VI. Compensatory Time Leave

A. Purpose

Public sector employers are able to offer non-exempt employees compensatory time leave in lieu of money as compensation for overtime.

B. Accrual, Maximum Balance, and Payout

Please refer to Policy GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation for information on compensatory time leave as it is earned for overtime work performed.

C. Use of Compensatory Time Leave

Accrued compensatory time leave may be used for any leave purpose; however, classified, non-exempt employees are required to arrange use of compensatory time leave in advance with their supervisors. Principals/Department Heads/Designees shall be responsible for allowing employees to use compensatory time leave within a reasonable period after the employee requests it, as long as such use does not unduly disrupt the operations of the school/department. A "reasonable period" under the FLSA is determined by considering the customary work practices within the school/department, such as: a) the normal schedule of work; (b) anticipated peak workloads based on past experience; (c) emergency requirements for staff and services; and (d) the availability of qualified substitute staff. Leave is considered to "unduly disrupt the operations of the school/department" if the supervisor reasonably and in good faith anticipates that granting the request would impose an unreasonable burden on the school/department's ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the employee's services.

VII. Court Duty Leave

A. Purpose

The Division recognizes the duty of employees to appear before a court of law when summoned or subpoenaed.

B. Eligibility

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The Division provides unpaid court duty leave for employees consistent with Virginia Code § 18.2-465.1. Employees are expected to notify their supervisors in as far in advance as possible prior to using court duty leave. Supervisors may require verification that an employee has been called for court duty. Court duty leave does not apply to any employee who is the defendant in a criminal case for which the employee is summoned or subpoenaed.

C. Regulation

Please refer to Policy GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation for information on compensable work time.

Employees who are summoned or subpoenaed to appear, except as defendants in criminal cases, in court proceedings which take place during their scheduled hours, are allowed unpaid court duty leave for such appearances. Such employees may use accrued leave as applicable, subject to supervisor approval.

VIII. Election Officer Leave (Polling Leave)

A. Purpose

The Board recognizes serving as an election official can provide a unique learning and community service experience.

B. Eligibility

The Division offers paid polling leave for benefits-eligible employees and unpaid polling leave/time off for benefits-ineligible employees consistent with Virginia Code § 24.2-100, et. seq.

C. Guidelines

1. Any employee who serves as an officer of election (defined under Virginia Code § 24.2-101) shall not have any adverse personnel action taken against him/her for performing such services. An employee is not required to use accrued paid leave to serve as an officer of election.
2. An employee shall give reasonable notice to his/her supervisor and comply with established procedures when he/she needs to take time off to serve as an officer of election.
3. Hours worked as an officer of election shall not be counted as "hours worked" for purposes of overtime compensation. Employees are not required to volunteer as an officer of election.
4. Employees who serve as officers of election for any locality are eligible for polling leave.
5. Employees are also eligible for any standard poll worker stipend that may be provided by an Electoral Board.
6. Employees employed by an elected official, the Electoral Board, or General Registrar are not eligible for polling leave.

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7. Employees who work four (4) or more hours as an officer of election, including travel time, are not required to report for any shift that begins between 5 p.m. and 3 a.m. and will be granted polling leave.

IX. Emergency Leave

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A. Purpose

Emergency leave is for employees who need to address emergency or urgent circumstances beyond their control that affect their residences.

1. For example, emergency leave may be granted for situations similar to the following:

A disaster affecting the home or residence of the employee or his/her immediate family, including damage occurring during a declared State of Emergency or an employee's house burning down.

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2. Examples of circumstances for which emergency leave should not be granted are the following:

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a. Animal/vehicle strikes and other car repair-related issues;

b. Employee's water pump breaks during the normal course of wear and tear and other household repairs due to normal wear and tear; and

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c. Employee loses power due to a non-State of Emergency.

B. Eligibility and Days of Use

1. The Principal/Department Head/Designee may grant up to two (2) days of emergency leave without loss of pay to any benefits-eligible employee per school year.
2. These days do not accrue from year to year and are not paid out upon termination of employment.

C. Requesting and Using Emergency Leave

1. To the extent possible, employees should request emergency leave in writing from the Principal/Department Head/Designee.
2. If the circumstances in a given case are unclear, the Principal/Department Head/Designee shall confer with the Director of Human Resources/Designee before granting approval.
3. Emergency leave is not intended and may not be used for absences covered by other types of leave, including sick, personal, or annual leave. In addition, emergency leave is not intended and may not be used as a substitute when other types of leave have been exhausted.

X. Employee Recognition Leave

Paid leave may be awarded to regular employees as recognition for extraordinary achievements and contributions to the Division, including through the Employee Recognition Program.

XI. Employee’s Debilitating or Life-Threatening Illness or Injury

An employee who has a debilitating or life-threatening illness or injury may be granted an unpaid period of leave for this purpose. The leave will be approved provided it does not cause an undue hardship to the Division. This type of leave may be taken only in full-day increments and runs concurrently with paid leave, unpaid leave, any other leave program, and any accommodation if applicable.

An employee shall submit medical documentation of his/her need for leave to Human Resources. Whenever possible, documentation shall be provided prior to leave being taken. Approval from Human Resources shall be obtained prior to leave being taken when foreseeable or as soon as possible.

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XII. Family Medical Leave Act – Protected Leave Status

A. Purpose

This FMLA section is written to assist the Albemarle County Public Schools Division in complying with the Federal Family and Medical Leave Act of 1993. This policy (“Act”), its amendments, and regulations. This section seeks to balance the needs of the Division (“employer”) with the needs of its employees and their families. Any variation between this policy and the FMLA will be determined in favor of the Act.

B. Employee Status

B. Definitions

Definitions set forth below are applicable to FMLA only and may be different from general definitions listed elsewhere in this policy. If definitions in this FMLA section require clarification or conflict with Federal and/or State regulations, those regulations will prevail over this policy.

Child: Includes a biological, adopted, or foster, step, or son or daughter; a stepchild; a legal ward; or a child — for whom the employee acts in a parental role, providing care and financial support. The child must be under of a person standing in loco parentis who is either (i) under 18 years of age 18, unless he/she is or (ii) is 18 years of age or older and “incapable of self-care due to because of a mental or physical disability” at the time FMLA leave is to commence.

For a covered service member or for covered active duty, a child may be any age.

Covered Active Duty: In the case of a member of the Regular Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

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In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member

with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

Covered Service Member: A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness; or

A veteran who was undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Eligible Employee: An eligible employee: 1) Has been employed at least ~~one year~~ 12 months or 52 weeks within the last seven (7) years; 2) Has worked at least 1250 hours during the 12 months immediately preceding the proposed leave; 3) Has not used all available ~~Family Medical~~ FMLA Leave (FML) in the ~~previous~~ current rolling year; and 4) Meets the conditions of the FMLA.

Employer: For purposes of this section, "Employer" means Albemarle County and the Albemarle County Public Schools as they are considered a single, integrated employer. See 29 C.F.R. §§ 825.104(2) and 825.108.

Family: Family is defined as the employee's spouse, employee's children, and employee's parents.

Health Care Provider: A ~~licensed doctor of medicine or osteopathy or any other~~ person determined by the U.S. Secretary of Labor to be capable of providing health care service.

Parent: ~~Biological parents as well as any others who have acted in the place of a parent to the employee~~ In Loco Parentis: Persons who stand in loco parentis includes those who have or had day-to-day responsibilities to care for or financially support a child who is under 18 years of age, or 18 years of age or older and incapable of self-care because of a physical or mental disability. In the case of an employee, those who had such responsible when the employee was a child also stand in loco parentis. A biological or legal relationship to the child is not necessary.

Instructional Employees: Those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

▪

Serious Health Condition: A physical or mental illness or an injury requiring inpatient care at a medical facility or continued treatment by a health care provider that causes the employee to be absent from work on a recurring basis or for more than three full days.

Job-Protected: The employee is guaranteed the right to return to his/her former position or to an equivalent position.

Next of Kin: "Next of kin" generally means the nearest blood relative of an individual when used in respect to that individual.

The "next of kin" of a current service member is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority:

1. A blood relative who has been designated *in writing* by the service member as the next of kin for FMLA purposes;
2. blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions;
3. brothers and sisters;
4. grandparents;
5. aunts and uncles;
6. first cousins.

When a service member designates in writing a blood relative as next of kin for FMLA purposes, that individual is deemed to be the covered service member's *only* FMLA next of kin. When no such designation is made, and there are multiple family members with the same level of

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relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously.

Parent: Includes biological, adoptive, step, foster, or any individual who stood in *loco parentis* when the employee was a child. This does not include parents-in-law.

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves the following:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Serious Injury or Illness: In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that

may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

A veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period described in 29 U.S.C. § 2611(15)(B), means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Week:

A week is defined as the weekly authorized regular hours of the employee's position.

Year: _____ A rolling 12-month period measured backward from the date an employee uses FMLA leave.

C. Posting and General Notice

The employer shall post, in a conspicuous place, on the premises where notices to employees and applicants for employment are customarily posted, a notice prepared or approved by the U.S. Secretary of Labor explaining the FMLA's provisions and providing information about the procedure for filing complaints with the U.S. Department of Labor. This posting requirement may be satisfied by electronic posting if every employee has access to a computer at work.

Employees Rights and Responsibilities notification will be posted on the Human Resources website.

C.D. Conditions of Leave

1. General Information

The ~~Family and Medical Leave Act (FMLA)~~ provides up to a combined total of 12 workweeks of unpaid job-protected leave per year to eligible employees for ~~one or more~~ of the following qualifying events:

- e) ~~The birth of a child and first year to care for the employee's newborn child;~~
- d) Placement of a child, for the placement with the employee of a child for adoption; or by the State for foster care;
- e) To care for the employee's spouse, child, or parent with a serious health condition (this does not include in-laws); and
 - f) The, or because of the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.

The FMLA also provides up to a combined total of 26 workweeks of unpaid job-protected leave per year to eligible employees because of any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status), or to care for a covered servicemember with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the covered servicemember. Military caregiver leave is available to an eligible employee once per veteran, per serious injury or illness. However, an eligible employee may take an additional 26 weeks of leave in a different 12-month period to care for the same veteran if the veteran has another serious injury or illness.

2. Notification Requirements

a. Foreseeable

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When the need for leave under FMLA is foreseeable, ~~as in the case of the expected birth, adoption or foster care placement of a child or planned medical treatment for a serious health condition of the employee or a family member,~~ the employee is required to provide at least 30 ~~days~~ days' advance notice to ~~his/her supervisor~~ Human Resources either verbally or in writing. ~~The employee shall make a reasonable effort to schedule the treatment, placement, or other foreseeable need for leave so as not to disrupt unduly the operations of the employer.~~ In the event that it is not practicable to give such advance notice, ~~due to a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency,~~ the employee should give as much advance notice as is practicable, ordinarily within ~~one or two~~ (2) business days of when he/she learns of the need for the leave.

b. Unforeseeable

~~When~~ The administrative process will be initiated by the employee submitting an FMLA Request Form, which is available from the Human Resources Department. If the reason for leave involves a serious health condition of either the employee or the employee's family member, the employee will be given a Certification of Health Care Provider form that must be completed by the patient's physician and returned to HR within 15 calendar days. Employees granted leave under FMLA will receive a Notice of Employee Obligations under FMLA outlining conditions governing the leave.

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~~the approximate timing of the need for leave is not foreseeable, an employee shall provide notice to his/her supervisor or Human Resources as soon as practicable under the facts and circumstances of the particular case.~~

If an employee ~~does not notify his/her supervisor that he/she requests FML, but the is out for more than three (3) consecutive workdays or if the employee's supervisor has reason to believe that an employee's leave request would meet the guidelines covered under the Act~~ may be for an FMLA-qualifying reason, the supervisor ~~should~~ shall contact Human Resources ~~and shall remind the employee to contact Human Resources to determine eligibility.~~

c. Employee Request and Eligibility Notice

~~The~~, which will then provide employee's notice or request should be sufficient to make the employer aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave. ~~When the employee with information regarding the FMLA. If an employee is eligible for FML, then the requests FMLA leave time will be counted against FML, or Human Resources has knowledge that an employee's leave may be for an FMLA-qualifying reason, Human Resources shall notify the employee of the employee's eligibility to take FMLA leave within five (5) business days, absent extenuating circumstances. The Eligibility Notice should state whether the employee is eligible for FMLA leave. If the employee is not eligible for FMLA leave, the Notice shall state at least one (1) reason why the employee is not eligible.~~

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d. Employee Rights and Responsibilities Notice

Human Resources shall provide the employee written notice detailing the specific expectations and obligations of the employee and explaining consequences of a failure to meet these obligations. If leave has already begun, Human Resources shall mail this Notice to the employee's address of record.

e. Certification of Health Condition, Designation Notice, Second Opinion(s), Recertification, and Status Updates

Human Resources will provide the employee a Certification of Health Care Provider form that shall be completed by the employee's health care provider and returned to Human Resources within 15 calendar days of the Eligibility Notice. If the employee fails to return a Certification of Health Care Provider form or does not provide sufficient or complete information to determine whether the leave is FMLA-qualifying, FMLA leave may be denied or delayed. It is the employee's responsibility to maintain up-to-date medical status while on FMLA.

Human Resources will give the employee written notice (designation notice) whether the leave will be designated and counted as FMLA leave within five (5) business days of when Human Resources has enough information to determine whether the leave is being taken for a FMLA-qualifying reason.

The employer may require a second opinion by a health care provider of its choice and at its expense if it has reason to doubt the validity of the medical certification. The designated health care provider shall not be employed by the employer or regularly utilized by the employer. If the two (2) opinions differ, a third opinion may be requested from a provider selected jointly by the employee and the employer. This third opinion, for which the employer shall pay, is final and binding. The employer shall provide the employee copies of the medical opinions within five (5) days of the employee's request.

The employer may request recertification if it later has reason to question the appropriateness of the leave or its duration. The frequency for which the employer may request recertification is governed by federal regulation. The employee shall provide a complete and sufficient certification within 15 calendar days after Human Resources' request. When Human Resources requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

The employer may also require periodic reports from the employee as to the employee's status and intent to return to work. If an employee gives unequivocal notice of an intent not to return to work, the employer's obligations under FMLA to maintain health benefits (subject to COBRA requirements) and to restore the employee cease. However, these obligations continue if an employee indicates he or she may be unable to return to work, but expresses a continuing desire to do so.

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3. Spouses Both Working for the ~~County~~Employer

Albemarle County Public Schools

In cases where both ~~parents~~spouses are ~~County~~ employees, they may take a combined total of 12 weeks of ~~FML~~FMLA for the birth, bonding, adoption, and/or foster care placement of a child, and the care of a parent with a serious health condition. They may each take 12 weeks for their own injury, illness or that of their spouse, or child or parent.

. An employee can at most

4. Covered Time Period

Eligible employees may take up to 12 weeks of leave during a rolling 12-month period. This is defined as the 12-month period measured forward from the date an employee's first FMLA begins for FMLA purposes in a year (26 weeks for a covered service member).

4. Intermittent or Reduced Leave

5.1 Intermittent or Reduced Leave

While most family and medical leave FMLA occurrences will require/necessitate leave to be taken in a single block of several weeks, the employee may request "intermittent" leave or a "reduced leave schedule" to care for a seriously ill family member or for the employee's own serious health condition where the need for leave is foreseeable and based on planned medical treatment. In the case of the need for a reduced leave schedule or intermittent use of leave, a certification of medical necessity is required from the health care provider and an appropriate work schedule should be planned in advance with the supervisor, when possible. An employee may take intermittent or reduced leave for the birth, adoption, or foster care placement of a son or daughter/child only if the employee and employer/Principal/Department Head/Designee agree to such an arrangement.

If the employee requests intermittent leave or reduced leave schedule, the County/employer may temporarily transfer the employee to an available alternative position with equivalent pay and benefits, if the employee is qualified for the position and it better accommodates recurring periods of leave than the employee's regular job. When a transferred employee no longer needs to continue on leave and is able to return to the prior position, the employee will be subject to restoration. See Section H(2) below.

Teachers/Special Rules for School Employees

In order to provide the highest level of service to the students, instructional employees who need to take intermittent leave, a reduced- leave schedule leave, or leave near the end of the term, may be given a temporary transfer to a position that better accommodates the leave schedule. Likewise, if the leave would end within the final two or three (3) weeks of the school term, instead of a temporary transfer, the employee may be required to extend the leave to the end of that term, under specified conditions.

If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered service member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the employer may require the employee to choose either to:

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- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

E. Leave Related to a Qualifying Exigency arising from Covered Active Duty or a Call to Covered Active Duty

If the necessity for leave because of a qualifying exigency arising because a family member is on covered active duty or has been notified of an impending call to covered active duty is foreseeable, the employee shall give notice to the employer as is reasonable and practicable. The employee's notice should be sufficient to make the employer aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

C. The first Medical Certification Requirements

When the necessity for FML exists due to the employee's own serious health condition or the serious health condition of a spouse, parent, or child, certification of the condition and a statement of the need for leave is required from the health care provider(s), using the Certification of Health Care Provider form provided by Human Resources. If the employee fails to provide the requested information to the designated HR Specialist within 15 calendar days of receipt of the form, the leave may not be job protected under the FMLA.

The County may require a second opinion by a health care provider of its choice, and at its expense. If the two opinions differ, a third opinion may be requested from a provider selected jointly by the employee and the County. This third opinion, to be paid for by the County, is final and binding. It is the employee's responsibility to maintain up-to-date medical status while on FML.

The County may also require periodic reports from the employee as to the employee's status and intent to return to work.

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time an employee requests leave because of a qualifying exigency arising out of the covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of a military member, the employer may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service. A copy of new active duty orders or other documentation issued by the military shall be provided to the employer if the need for leave because of a qualifying exigency arises out of a different covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of the same or a different military member.

D.F. Substitution of Paid Leave

The FMLA provides for a maximum of 12 weeks of unpaidPaid leave. If the FML is due to the employee's own medical condition, the employee will first be compensated using any accrued sick leave and sick bank benefits shall run concurrently with FMLA leave, as applicable. Time will be charged concurrently against these paid types of leave and FML for a period of up to 12 weeks.

If the FML is due to the illness of an employee's spouse, parent, or child, the employee will first be compensated using accrued sick leave. (Employees are not eligible for sick bank benefits in these eircumstances.) Time will be charged concurrently against the available accrued sick leave and FML for a period of up to 12 weeks.

The remainder, if any, of the leave requested will be charged against accrued annual leave and compensatory leave prior to the employee going on unpaid leave, except that the employee may save one (1) week of annual leave for use at a later time. Employees should check with HRHuman Resources to determine what types of leave will run concurrently with their FMLFMLA leave. The type of leave taken mustshall be in compliance with the provisions of the applicable leave policy foundaddressed in this manual-policy. Otherwise, FMLA leave is unpaid. Time will be charged concurrently against paid leave and FMLA for a period of up to 12 weeks, or up to 26 weeks for certain covered service member conditions.

Time missed during worker's compensationWorkers' Compensation related injuries, which otherwise meet the requirements of the FMLA, maywill run concurrently with FMLFMLA leave as applicable.

E.G. Benefits

1. Insurance Continuation Privileges

Employees on unpaidFMLA leave that is designated as FML will continue to receive thethe employer portion of the medical and dental insurance benefits up to the maximum 12 work weeksworkweeks allowed, or 26 workweeks for certain covered service member conditions. These benefits will continue on the same basis as an active employee during

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~~this 12-week~~ the FMLA period. Employees ~~must remit~~ are responsible for paying the necessary premium for the employee portion to cover themselves and eligible dependents. ~~As in the case of any unpaid, through paid leave of absence, the employee must make arrangements to pay applicable medical, dental, and life insurance premiums, or other payment procedures.~~

2. Other Employee Benefits

In all cases where an employee is using some ~~form~~ type of ~~approved, accrued~~ paid leave ~~such as annual leave, compensatory leave, sick leave, or sick bank~~, all employee benefits continue as long as the employee remains on the payroll through the use of such paid leave time. If ~~unpaid leave~~ LWOP is taken for one (1) continuous calendar month, employee benefits ~~other than health, dental and life insurance are~~ will be discontinued for the duration of the unpaid leave status as follows:

- a) ~~The accrual of annual or sick leave is discontinued after ten (10) days of unpaid leave~~ Employer and for the duration of the unpaid leave status.

e) ~~The Virginia Retirement System (VRS) contribution is based on a percent of the employee's income. No contribution is~~ employee contributions will not be made for periods on behalf of unpaid leave the employee to VRS. Upon returning to work, the employee may be eligible to purchase ~~the lost~~ this service with through VRS; if the leave is necessitated by birth or adoption, as defined by VRS policies.

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b. Employees will not be eligible for any employer-paid life insurance during this period.

c. Medical, dental, and optional life insurance premium payment arrangements may be made through Payroll and/or the appropriate vendor when applicable.

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F.H. Returning from FML/FMLA Leave

1. Medical form

1. Return to Work

a. An employee returning from FML/FMLA leave due to his/her own serious health condition ~~must~~ shall submit a ~~statement~~ medical release on the required return to work form to Human Resources. ~~The medical release shall be from his/her attending physician, indicating the employee is medically able to return to work. The attending physician is only to certify the employee's health care provider certifying the employee's fitness-for-duty based upon the serious health condition that caused the employee's need for FML/FMLA.~~

b. If an employee would like to and is medically certified to return to work in a restricted capacity or through alternative schedule arrangements, supervisors and Human Resources will discuss possible options with the employee.

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+2 Restoration to Position

When an eligible employee is released to return to work following FML/FMLA leave, he/she will be restored to the position held at the time the leave began or with approval of Human Resources, to an equivalent position with equivalent benefits, compensation, and other terms and conditions of employment. ~~Any issues regarding equivalency should be reviewed with Human Resources. In order to be guaranteed restoration, However, in the employee must return to work at or before the end of the 12-week family leave period event that the employer needs to make reductions in staff, employees on FMLA leave shall be subject to Policies GCPA, Reduction in Licensed Staff and GCPAA, Classified Employee Reduction in Force. If an employee was subject to a reduction-in-force during FMLA leave and then is reinstated, any rights would have been laid-off had he not been on FML, any right to reinstatement would be whatever it would have been had be the same as if the employee had not been on FML/FMLA leave.~~

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2. Certain "key" employees may be denied job restoration ~~if the employer determines that restoration of the employee to employment will cause "substantial and grievous economic injury" to the operations of the employer.~~ A "key" employee is defined

as a salaried FMLA-eligible employee who is among the highest paid 10-~~percent~~% of all ~~County~~ employees. A "key" employee will be notified as soon as practicable, after receipt of a request for ~~FMLA~~FMLA leave that he/she ~~is considered to be~~ qualifies as a key employee. The employer will also fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if the employer should determine that substantial and grievous economic injury to the employer's operations will result if the employee is reinstated from FMLA leave.

3. Special Rules for School Employees ~~on unpaid FMLA are not~~Returning to Work:

- a. An instructional employee begins FMLA leave more than five (5) weeks before the end of an academic term. The employer may require the employee to continue taking leave until the end of the term if—
 - 1) The leave will last at least three (3) weeks, and
 - 2) The employee would return to work during the three (3)- week period before the end of the term.
- b. An instructional employee begins leave during the five (5)-week period before the end of a term. The employer may require the employee to continue taking leave until the end of the term if—
 - 1) The leave will last more than two (2) weeks, and
 - 2) The employee would return to work during the two (2)-week period before the end of the term.
- c. An instructional employee begins leave during the three (3)-week period before the end of a term. The employer may require the employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.
- d. If an ~~eligible for any unemployment benefits~~instructional employee needs intermittent leave or leave on a reduced leave schedule which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the employer may require the employee to choose either to:
 - 1) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - 2) Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position. If an instructional employee is required to continue leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be counted against the family and medical leave entitlement. However,

the employer shall continue to provide group medical insurance coverage under the same conditions as if the employee were working.

I. Unable to Return to Work

3. If an employee is medically unable to return to work at the end of the 12 weeks of FMLA, the employee shall request additional time off from his/her Principal/Department Head/Designee or resign; otherwise, employment may be terminated. Additional time is subject to approval.

G.J. Record Keeping and Anti-Retaliation

The Director of Human Resources shall maintain records necessary to demonstrate compliance with the AetFMLA. The AetFMLA requires also that no employee be subject to any penalty for seeking/enforcing rights under the Act or for testifying for or otherwise helping other employees seek rights under the Act.

XIII. Field Trips

Please refer to Policy G CJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation for information on compensable work time. If an employee participates in a Division-sponsored trip as a volunteer or parent, leave may be requested in accordance with this policy.

XIV. Holiday Leave

A. Holidays Observed

The Superintendent/Designee shall establish a holiday schedule for Division 12-month employees equal in number to the holiday schedule for County 12-month employees. The final holiday schedule for each school year shall be determined by the Board/Designee. Other holidays may be granted by special proclamation of the Board.

Employees of departments who serve both Division and County client groups may choose, with supervisor approval, which holiday leave schedule to follow per fiscal year. If business needs necessitate a mid-year change, an employee's schedule should be adjusted so that the employee receives no more than the Board-approved number of holidays granted that fiscal year.

B. Qualifying for Holiday Leave

1. Twelve (12)-month benefits-eligible employees are granted 12 paid days of holiday leave per school year. Employees are eligible for holiday leave as soon as they begin working. New employees must be employed the day before a holiday to qualify for holiday leave.
2. Employees who are terminating employment with the Division will not qualify for holiday leave unless they work a working day after the holiday. Approved paid leave may be used in lieu of working following a holiday. If a holiday falls on the last day of the month or

week, holiday leave may be granted by the Principal/Department Head/Designee for retiring employees.

3. If a holiday falls within the employee's scheduled annual leave, holiday leave may be used in lieu of annual leave.

C. Working on Holidays

1. While dates for observing holidays are established annually, due to coverage requirements, some employees may be required to work on a holiday. Any non-exempt, benefits-eligible, 12-month employee who is required by the Principal/Department Head/Designee to work on a holiday which is observed by the Division shall:
 - a. Be paid the regular hourly rate for the hours worked on the holiday plus the hours normally granted for the holiday; or
 - b. Take another day in the workweek as holiday leave, including days in the workweek before the established holiday.
2. Exempt 12-month employees who work on a holiday, may take the holiday on another day approved by the supervisor within the fiscal year. Employees may not take the holiday prior to the Board designated holiday date, unless it is within the same workweek as the holiday. Holidays that are not taken by these employees are not paid out and do not carry over fiscal years. Holidays do not transfer if an employee changes schools/departments; under these circumstances the holidays shall be taken prior to transfer or are forfeited.
3. Alternative Work Schedules: A "day of holiday leave" is equivalent to a "day of leave" as defined above. Employees are responsible for discussing the impact of holiday leave on their alternate work schedules with supervisors. Employees are responsible for making up any hourly difference between the hours granted for the holiday and the employees' work schedules by either using additional applicable leave or working at another time during the workweek.

Example: A non-exempt employee's a day of leave is eight (8) hours/day and the employee's position is established at eight (8) hours/day, five (5) days/week for a total of 40 hours/week. The employee has an alternative work schedule of 10 hours/day, four (4) days/week for a total of 40/hours per week. Eight (8) hours of holiday leave would be granted and the employee shall account for the remaining two (2) hours by working two (2) additional hours within that workweek or using two (2) hours of compensatory time leave or annual leave.

D. Half-day Holidays

The Board may grant half-day holidays to benefits-eligible 12-month employees. A "half-day" is defined as half of an employee's day of holiday leave. Any non-exempt employee who receives approval not to work the other half of the day, is responsible for taking compensatory time leave, annual leave, LWOP, or arranging with his/her supervisor to work those hours within the workweek. An exempt employee who does not work on the

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half-day may make arrangements with the supervisor to work the time missed on another day within the fiscal year or use annual leave for the half-day.

E. Religious Holidays

Any regular or temporary employee observing a religious holiday occurring on the employee's workday may request time off. Supervisors should allow employees to take time off for such occasion if the time off can be accommodated. Leave shall be requested in advance in accordance with policy. Supervisors shall contact Human Resources prior to denying religious holiday leave requests. Applicable accrued leave shall be used when available. LWOP will be considered in the absence of accrued leave.

XV. Income Replacement Program – VRS Hybrid Plan members only

A. Purpose

Effective January 1, 2014, VRS created a new retirement plan called the Hybrid Plan. Part of the VRS Hybrid Plan includes the implementation of a Disability Program for Hybrid Retirement Program Participants. The Division refers to this program as the Income Replacement Program ("IRP"). The IRP contains two components: Short-Term Disability ("STD") and Long-Term Disability ("LTD"), which contain different eligibility requirements. IRP-STD occurs first. If an employee is not able to return to work after the IRP-STD period, he/she may move into the IRP-LTD portion of the benefit. These programs are outlined below.

This section is intended to implement fully the Disability Program for VRS Hybrid Retirement Program Participants, VA Code §§ 51.1-1150, et seq. Any variation between this policy and the VA Code will be determined in favor of the VA Code.

B. Definitions

Catastrophic Condition: A catastrophic condition means an employee is unable to perform at least two (2) of the following six (6) activities of daily living:

1. Bathing
2. Transferring, such as getting in and out of bed
3. Dressing
4. Toileting (using the bathroom)
5. Continence
6. Eating (ability to feed oneself)

A condition may also be considered catastrophic if the employee has a severe cognitive impairment requiring substantial supervision to protect the employee from threats to health and safety.

<u>Disability:</u>	<u>A condition that prevents an employee from working or performing the full duties of the employee's job for a short or extended period. It may be non-work-related or work-related. A work-related disability is the result of an occupational illness or injury that occurs on the job and the cause is determined to be compensable under the Virginia Workers' Compensation Act.</u>
<u>Major Chronic Condition:</u>	<u>A major chronic condition is a life-threatening health condition that exists over a prolonged period of time and is not expected to improve. The employee must have been disabled with the condition within six (6) months of the date the claim is filed and be under the care of a licensed treating health care professional for the condition.</u>
<u>Partial Disability:</u>	<u>An employee has a partial disability if the disability exists during the first 24 months following the occurrence or commencement of an illness or injury when an employee is earning less than 80% of his pre-disability earnings and, as a result of an injury or illness, is (i) able to perform one or more, but not all, of the essential job functions of his own job on an active employment or a part-time basis; or (ii) able to perform all of the essential job functions of his own job only on a part-time basis.</u>

C. IRP Third-Party Administrator

The IRP program is administered through a Third-Party Administrator. The Third-Party Administrator handles all employee claims after detailed consultation with the Human Resources designee for IRP. Any variation between this policy and the Third-Party Administrator's interpretation of the Virginia Code will be determined in favor of the Third-Party Administrator.

D. Qualifying for Income Replacement Program – Short-Term Disability

1. Shall be an active full-time VRS Hybrid Plan member to be eligible.
2. Waiting Period – Employees shall be employed for one (1) continuous year of service as an active Hybrid Plan member with a single employer before receiving nonwork-related disability benefits. The County and Partner Agencies which have VRS employer codes different from the Division are considered separate employers for this benefit. If, for example, a County employee transfers to the Division, the one (1)-year waiting period will begin again. This waiting period is waived for a work-related disability. For work-related disabilities, the effective date of participation in the program for participating employees shall be their first day of employment or the effective date of their participation in the VRS Hybrid Plan, whichever is later.

3. Elimination Period – To satisfy the elimination period, an employee shall have an approved claim of total or partial disability which commences after any required waiting period and be unable to work more than 20 hours over seven (7) consecutive calendar days due to his/her total or partial disability.
 - a. This elimination period is waived for a catastrophic condition or as the result of a major chronic condition.
 - b. The elimination period requirement may be met during non-contract/non-scheduled days (i.e. over the summer or winter break).
4. IRP-STD runs concurrently with any other relevant benefits, including FMLA and Workers’ Compensation. Receipt of other relevant benefits may offset IRP-STD benefits.
5. Once the waiting period and elimination period requirements have been met, VRS Hybrid Plan members are eligible for the IRP-STD benefit. However, the IRP-STD benefit is only available for when an employee would be actively working (i.e., during contract/scheduled workdays).
6. IRP-STD benefits shall be payable for periods of:
 - a. total disability,
 - b. partial disability,
 - c. eligible maternity leave, or
 - d. periodic absences due to a major chronic condition

E. IRP-STD Benefit Amount

1. IRP-STD – Days of Income Replacement

The following charts show the number of days at the percentage of income replacement provided by the IRP-STD.

a. Days of Income Replacement: Non-Work-Related Disability

<u>Months of Continuous Service</u>	<u>Workdays at 100%</u>	<u>Workdays at 80%</u>	<u>Workdays at 60%</u>	<u>Total Short-Term Paid Days</u>
<u>0 – 12</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>13 – 59</u>	<u>0</u>	<u>0</u>	<u>125</u>	<u>125</u>
<u>60 – 119</u>	<u>25</u>	<u>25</u>	<u>75</u>	<u>125</u>
<u>120 - 179</u>	<u>25</u>	<u>50</u>	<u>50</u>	<u>125</u>
<u>180 or more</u>	<u>25</u>	<u>75</u>	<u>25</u>	<u>125</u>

b. Days of Income Replacement: Work-Related Disability

<u>Months of Continuous Service</u>	<u>Workdays at 100%</u>	<u>Workdays at 80%</u>	<u>Workdays at 60%</u>	<u>Total Short-Term Paid Days</u>
<u>0 – 59</u>	<u>0</u>	<u>0</u>	<u>125</u>	<u>125</u>
<u>60 – 119</u>	<u>85</u>	<u>25</u>	<u>15</u>	<u>125</u>
<u>120 or more</u>	<u>85</u>	<u>40</u>	<u>0</u>	<u>125</u>

2. Successive Periods of Short-Term Disability

- a. Within 45 consecutive calendar days. If an employee receiving IRP-STD returns to work with a release and then goes out again for the same or a similar condition within 45 consecutive calendar days, the employee will be on the same IRP-STD claim. The employee does not have to fulfill another seven (7)-calendar day elimination period. The employee's income replacement will resume at the level he/she was receiving during the previous disability period. The number of days remaining on the 125-workday period for IRP-STD will also resume.
- b. On or After 45 consecutive calendar days. If an employee returns to work with a release and then goes out again for the same or a similar condition on after the 45th consecutive calendar day, the subsequent period will be considered a new claim. The employee will need to satisfy a new elimination period. If approved, the employee will have up to 125 workdays of IRP-STD.

3. Partial Disability

If an employee is able to work, earnings from an employee's job during a period of IRP-STD for an eligible partial disability will offset the IRP-STD benefits. The IRP-STD benefits will be applied to the non-worked time.

4. Catastrophic Condition

If an employee is eligible to receive/is receiving 60% of pre-disability creditable compensation and is determined to have a catastrophic condition, the IRP-STD benefit will increase to 80% until his/her condition improves and is no longer considered catastrophic.

5. IRP-STD and Workers' Compensation

If an employee is eligible for compensable Workers' Compensation and IRP-STD, the Workers' Compensation benefit will be paid first; if the employee is to receive any additional compensation under the IRP-STD days chart, the IRP-STD benefit will further supplement.

F. IRP-STD Supplementing Benefit Amount

1. Employees shall use current balances of sick, annual, personal, and compensatory time leave to supplement IRP benefits up to 100% of the employee's pre-disability credible compensation.
2. The total leave hours (IRP plus supplement) shall not exceed the employee's normally scheduled work hours (full creditable compensation amount).
3. Participating employees enrolled in the VRS Hybrid Plan may not withdraw days from the Sick Leave Bank when the employee receives benefits pursuant to this program or has received benefits pursuant to this program for the same condition.

G. IRP-STD Effect on Benefits

1. Employees on IRP-STD will continue to receive the same benefits provided to active employees. Medical insurance will continue to be available while on IRP-STD.
2. Premiums paid by the Division for life insurance through VRS will continue to be paid by the Division.
3. Employees will continue to contribute their mandatory five (5%) percent VRS contributions while on IRP-STD. Retirement contributions will not be withheld if an employee is only receiving Workers' Compensation and no supplemental pay. An employee may be eligible to purchase VRS service credit for the period if he/she is receiving only Workers' Compensation and retirement contributions are not being withheld from his/her Workers' Compensation payment.

H. Qualifying for Income Replacement Program – Long-Term Disability (IRP-LTD)

1. If an employee is unable to return to work after the IRP-STD period, the employee and the Division will conduct a final interactive discussion on the likelihood of return and any additional reasonable accommodations that may help the employee reach full duty. The employee will continue into the IRP-LTD period. If the employee is unlikely to return to full duty following the IRP-STD period and no additional reasonable accommodations are available to bring the employee back to full duty, the employee's position will no longer be held and the employee will no longer be considered an active employee and will be separated from service. The IRP-LTD benefit will continue in accordance with the terms outlined below and Virginia Code.
2. The IRP-LTD benefit runs concurrently with any other relevant benefits, including FMLA leave and Workers' Compensation.
3. Employee eligibility for the IRP-LTD benefit is only available when an employee would be actively working (i.e., during contract/scheduled days).
4. IRP-LTD benefits shall be payable during periods of:

- a. total disability, or
- b. partial disability

I. IRP-LTD Benefit Amount

1. IRP-LTD Amount

- a. After short-term disability income replacement, if the employee continues to be disabled, he/she may be approved for IRP-LTD.
- b. This is insurance coverage providing 60% of the employee's pre-disability creditable compensation.
- c. Unless otherwise directed, to be eligible for IRP-LTD benefits, the employee shall apply for Social Security Disability Insurance ("SSDI") benefits or other relevant retirement benefits available to him/her.
- d. If the employee reaches normal retirement age while on IRP-LTD, his/her benefit will stop. Normal retirement age is defined under the VRS Hybrid Retirement Plan.
- e. Employees continue to accrue VRS service credit while on long-term disability income replacement.

2. Successive Periods of Long-Term Disability

- a. Within 125 consecutive workdays. If an employee receives IRP-LTD, returns to work with a release, and then goes out again for the same or a similar condition within 125 consecutive workdays, the employee will be covered by the same IRP-LTD claim. Workdays arranged pursuant to vocational, rehabilitation, or return-to-work programs shall not be counted in determining the duration of the employee's return to work period.
- b. On or After 125 consecutive workdays. If an employee returns to work with a release and then goes out again for the same or a similar condition on or after 125 consecutive workdays, the subsequent period will be considered a new claim for IRP-LTD if still actively employed by the Division. The employee will need to satisfy a new elimination period and if approved, will have up to 125 workdays of IRP-LTD before becoming eligible for IRP-LTD again.

3. Partial Disability

If an employee is able to work, earnings from an employee's job during a period of IRP-LTD for an eligible partial disability will offset the amount of his/her IRP-LTD benefit.

4. Catastrophic Condition

If an employee is receiving 60% of pre-disability creditable compensation and is determined to have a catastrophic condition, the IRP-LTD benefit will increase to 80% until his/her condition improves and is no longer considered catastrophic.

J. IRP-LTD Effect on Benefits

1. Premiums paid by the Division for life insurance through VRS will continue to be paid by the Division.
2. Employees on IRP-LTD will receive coverage as provided to retirees.
3. Employees on IRP-LTD are not eligible to contribute to their VRS defined benefit component (4%) or their VRS defined contribution component (1%).
4. Employees on IRP-LTD will be considered inactive for benefit purposes and will not continue to accrue leave. Employees will be responsible for any applicable employee contributions to their benefits during this period.

K. Returning to Work After Illness

1. An employee shall submit a medical release prior to or upon the employee's return to work. The release shall be from and signed by the employee's health care provider certifying that he/she is able to return to work with or without restrictions.
2. Other return to work guidelines apply to leave taken concurrently under FMLA or Workers' Compensation. Supervisors should consult with Human Resources when an employee is on concurrent leave under FMLA or Workers' Compensation prior to requesting a medical release or other information.
3. If a supervisor offers restricted duty or other alternative schedule arrangements which the employee is medically able to perform, the employee shall return to work in that capacity.

L. End of IRP Benefit Coverage

1. Disability benefits shall cease to be paid to a participating employee upon the first of the following to occur:
 - a. The end of the period of disability coverage (ex. return to work or no longer totally or partially disabled);
 - b. ~~Section VI~~ Voluntary separation or just cause termination from covered employment;
 - c. The date of death of the participating employee;
 - d. The date that the participating employee attains normal retirement age;
 - e. The effective date of the participating full-time employee's service retirement under the VRS Hybrid Retirement Program;

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- f. Employee is determined to be no longer medically eligible;
- g. Employee takes a refund of his/her member contributions and interest in the defined benefit component of his/her plan; or
- h. Employee does not cooperate or comply with the requirements of the IRP-LTD.

2. Maximum Length of the IRP Benefit at Age 60 or Older

If an employee is age 60 or older, he/she will be eligible for an IRP benefit according to the following schedule:

<u>Age 60 – 64</u>	<u>Five (5) years from the date disability benefit begins</u>
<u>Age 65 – 68</u>	<u>Until age 70</u>
<u>Age 69 or older</u>	<u>One (1) year from the date disability benefit begins</u>

XVI. Jury Duty Leave

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A. Purpose

The Division recognizes the duty of citizens to serve on a jury when summoned.

B. Eligibility

The Division provides paid jury duty leave for benefits-eligible employees and unpaid jury duty leave for benefits-ineligible employees consistent with Virginia Code § 18.2-465.1. Employees are expected to notify their supervisors as far in advance as possible prior to using jury duty leave. Supervisors may require verification that an employee has been called for jury duty.

C. Regulation

- 1. Employees may retain payment from the court for the daily rate of pay for each day of jury service in addition to jury duty leave provided by the Division.
- 2. Employees are expected to report to work when jury is not in session, except:

If an employee has already been summoned for four (4) or more hours of jury duty, including travel time, on that day and starts his/her shift between 5 p.m. and 3 a.m., the employee is not required to report to work and will be granted jury duty leave.

XVII. Leave as a Reasonable Accommodation

Leave may be provided or used as a reasonable accommodation pursuant to the Americans with Disabilities Act (“ADA”), Title VII of the Civil Rights Act, or any other relevant statute. Leave

granted as a reasonable accommodation will be considered on a case-by-case basis, may run in concert with other reasonable accommodations, and/or may run concurrently with other available leave.

XVIII. Maternity Leave

From the date of birth, the Division provides unpaid maternity leave to regular employees for up to six (6) weeks for natural birth and up to eight (8) weeks for Caesarian-section, regardless if an employee qualifies for FMLA leave. If an employee qualifies for FMLA leave, IRP, or any other benefit program, these leaves will run concurrently. If an employee has paid leave available, it will run concurrently with maternity leave. All paid leave shall be exhausted before LWOP is taken, excluding any rights permitted under the FMLA. Medical documentation regarding the length of recovery time shall be provided to Human Resources by the employee within 15 calendar days of the start of maternity leave.

XIX. Military Leave

A. Purpose

Military leave is available to employees and candidates who have accepted offers of employment from the Division and perform service in the uniformed services while employed by the Division. This section was adopted and is intended to fully implement the Family and Medical Leave Act of 1993, subject to the penalties prescribed in the Act, United States Employment and Reemployment Rights Act (USERRA, 38 U.S.C. 43, et. seq.) and VA Code § 44-93, et. seq. Any variation between this policy and the Family and Medical Leave Act these laws will be determined in favor of the Act/laws.

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Absences for Administrative Purposes

Emergency Leave, for 12 month Classified and Administrative Staff:

Emergency leave

B. Definitions

Federal Fiscal Year: The "Federal Fiscal Year" is for urgent circumstances beyond the control of the individual and must be used only for this purpose.

The department head or designee may grant up to two (2) days of emergency leave without loss of pay to all classified and administrative employees during the fiscal year. These days do not carry over or accrue year to year.

1. Examples of circumstances for which emergency leave may be granted are:

1. A disaster affecting the home or residence of the employee or his family.
1. Other urgent or emergency situations arising out of natural or man-made disasters.

Emergency Leave is not intended and may not be used for absences covered by other types of Leave, such as Sick Leave, Sick Bank Leave, Family & Medical Leave, Military Leave or Court Jury Duty Leave. In addition, Emergency Leave is not intended and may not be used as a substitute if other types of leave have been exhausted.

To the extent possible, employees should request Emergency Leave from the Department Head or Designee. If the circumstances in a given case are unclear, the department head shall confer with the Director of Human Resources before granting approval.

A. Leaves of Absence (Unpaid and Career)

The Board recognizes the fact that members of its staff may need to request leaves of absences from their regular employment. The Board authorizes the Superintendent/ Designee to give consideration to all requests for leave and will establish a procedure by which these requests may be processed in a fair and consistent manner. The Superintendent/Designee will, however, make decisions on granting or denying leave of absence requests based on the best interests of Albemarle County Public Schools.

The following procedure is intended to be utilized for leave requests not covered by other Board policies:

1. Unpaid Leave of Absence

Albemarle County Public Schools

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~~a.~~ **Eligibility**

- ~~0. Must be a teaching, administrative or classified employee; and,~~

- ~~0. Must have successfully completed their probationary period prior to commencement of leave; and~~

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~~— Must be employed in a permanent position (temporary personnel are not eligible); and,~~

~~1. Must be employed at least half time.~~

~~a. Period of Leave of Absence~~

~~A leave of absence will not exceed 12 months.~~

~~a. Procedures~~

~~2. Leave of absence requests must be submitted in writing to the Assistant Superintendent for Support Services/Designee and must state the reasons for the leave, length of time Requested, and inclusive dates.~~

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~~2. Leave requests should initially be discussed with the immediate supervisor. The Director of Human Resources/Designee should also be consulted with regards to fringe benefits and other matters which may be affected by the leave. Employees enrolled or participating in medical insurance, dental insurance, and Virginia Retirement Life Insurance and other optional insurance programs may be eligible to continue such benefits at their own expense.~~

~~2. The immediate supervisor must approve/support the employee's request and should develop written recommendations regarding the leave, addressing such matters as the implication of the leave on the school/department, filling the position on a substitute basis, etc. This written recommendation from the immediate supervisor, along with the staff member's written request, should be forwarded to the Assistant Superintendent for Support Services/Designee.~~

~~2. The Assistant Superintendent for Support Services/Designee will review the request for the leave along with the recommendations of the immediate supervisor and will develop a recommendation for the Superintendent.~~

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~~2. Requests for leaves of absence supported by the principal/department head may be approved by the Superintendent/Designee.~~

~~a. Placement on Return~~

~~After completion of the unpaid leave of absence, a teacher or classified employee will be assigned to a position in the school/department from which he/she took leave. Administrative employees will be returned to positions for which they are qualified.~~

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Career Leave

0. Definition

Leave taken to pursue advanced study or to engage in other endeavors which will enhance the employee's professional performance upon returning to employment with Albemarle County Public Schools.

1.A. Eligibility

- Must be a licensed teaching or administrative employee;
- A licensed employee must have a minimum of five (5) years of uninterrupted service with Albemarle County Public Schools immediately prior to the leave period. Career Leave granted to employees with 5-9 years of continuous service shall be without salary or unemployment compensation.
- Employees who are currently employed and have ten (10) years or more of service with Albemarle County Public Schools prior to the granting of the leave will receive a 10% stipend based on their current salary (base salary plus degree stipend for staff paid on the teacher pay scale; base salary only for all others) if the leave is not taken for other employment purposes.

1. Length of Absence for Career Leave

The School Board may grant requests for Career Leave, based on the recommendation of the Superintendent, to any licensed employee of Albemarle County Public Schools for a period of one year. The Board will, however, make decisions on such requests based on the best interests of Albemarle County Public Schools. The leave is granted on the express condition that the employee intends to return to work with Albemarle County Public School in the subsequent year.

1. Procedures

- An application form for the Career Leave must be submitted to the Assistant Superintendent for Support Services with a copy to the employee's Principal/Department Head by June 1 of the school year prior to the beginning of the leave. (Use attached form GCC-F1.) In this application, the employee must provide details as to how he/she plans to use this year of Career Leave. Exceptions to the June 1 deadline may be granted by the Superintendent/Designee if doing so is found to be in the best interests of the school division. The Principal/Department Head shall make a recommendation regarding the leave request on the application form.
- All fringe benefits will be curtailed during the leave period, except medical and dental

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~~insurance which will remain in force at the employee's request. The Board contribution toward the individual coverage premium will be paid by the school division if the leave is not taken for other employment purposes. If other employment is taken, the Board contribution~~

toward medical and dental insurance will cease; however, the employee may continue to pay for the insurance throughout the extent of the Career Leave. If an employee who has been granted a Career Leave with stipend and benefits or benefits only does not return to employment with Albemarle County Public Schools, he/she will be responsible for reimbursing the school division. This reimbursement shall be in the amount equal to any stipend received plus the Board's contribution toward the employee's benefits, if applicable. If an individual does not return for a length of time equal to the Career Leave, reimbursement will be pro-rated.

- The Director of Human Resources must be notified by March 1 of the year of the leave as to whether the employee plans to return to work the next school year.
- Upon completion of the leave, a teacher will be assigned to a position in the school from which he/she took leave. Administrative employees will be returned to positions for which they are qualified.
- Upon School Board approval of a Career Leave, a signed, notarized agreement between the teacher and the School Board will be executed. (Use form GCC-F2)

B. Professional Leave, Applicable for All Employees

Professional leave may be permitted for all school employees to attend professional conferences, meetings, and training sessions without loss of compensation to the individual employee.

The purpose of the professional leave is for the improvement of job skills and enhancement of the employee's performance and is directly linked to the duties and responsibilities comprising the job description of the employee.

Compensation received by the employee while on paid release time, up to and including the employee's daily rate of compensation, will be refunded to the division as reimbursement for value of services lost.

VI. Military Leave, Applicable to All Employees

B. Military Leave with Pay

All employees and candidates who have accepted offers of employment of the Albemarle County School Board who are members of the state or federal military reserves are entitled to leaves of absence from their duties on all days during which they are engaged in federally funded military duty, including training duty, or when called forth by the Governor,

~~Upon presentation of a copy of final orders or other equivalent notice,~~ a regular employee who is a member of an officially-recognized reserve or National Guard unit shall be entitled to 15 work days of military leave for training purposes or active duty per federal fiscal year

Albemarle County Public Schools

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~~(October 1 through September 30). During this 15-day period, the employee shall be considered on military leave with pay and shall accordingly be paid his or her full gross salary for regularly scheduled work hours of every calendar year.~~

during this period. Employees are requested to attempt to make arrangements for reserve duty at times other than when school is in session.

Service in the Uniformed Services: “Service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes: active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the employment for the purpose of performing funeral honors duty as authorized by section 12503 of title 10 or section 115 of title 32.

Uniformed Services: “Uniformed services” means any of the Armed Forces, the Army National Guard, and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency. “Uniformed services” shall also refer to former members of the armed services or members of the organized reserve forces of any of the armed services of the United States or National Guard.

Workday of Military Leave: “Workday of military leave” means the period of time normally worked on approximately equal workdays on five (5) or more days of each calendar week. If an employee does not normally work approximately equal workdays five or more days each calendar week, then “workday of military leave” means 1/260 of the total working hours such employee would be scheduled to work during an entire Federal Fiscal Year, not including holidays, annual leave, or other absences.

~~An employee who is scheduled for a physical examination for military service during working hours, including but not limited to pre-induction physicals, will be given paid leave.~~

F.C. Advance Notice

An employee who is leaving to perform military service shall provide advance written notice to his/her immediate supervisor (including the best approximation of the expected dates of the

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leave), unless it would be unreasonable to provide notice at that time or ~~he~~the employee is precluded by military necessity from providing notice. When available, employees ~~must~~shall provide a copy of their military orders to their ~~supervisor~~supervisors. Supervisors shall forward any notice of military service or military orders to Human Resources.

G.D. Paid Military Leave without Pay for Reservist Called to Active Duty

Upon presentation of a copy of final orders or other equivalent notice, An employee who is called to active duty may be placed on military leave without pay when military leave under section A above is exhausted.

any employee who is a member of the uniformed services shall be entitled to up to 15 workdays of military leave with pay for service in the uniformed services per Federal Fiscal Year. If service in the uniformed services spans more than one (1) Federal Fiscal Year, employees are not entitled to an additional 15 workdays of military leave with pay in the second year for the same tour. Employees on military leave with pay shall be paid their full gross salaries for regularly scheduled work hours during this period. Employees are requested to attempt to make arrangements for service in the uniformed services at times other than during scheduled work hours when possible.

E. Unpaid Military Leave and Supplemental Pay

An employee,

G. Voluntary Enlistment in the Uniformed Services of the United States

1. Employees who voluntarily enlist in the uniformed services shall be placed on unpaid military leave without pay for up to five (5) years while serving in the uniformed services. The leave without pay shall commence after the 15-day military leave with pay and any other applicable leave has been utilized is exhausted.

G. Supplemental Pay

For all employees involuntarily recalled to active military duty, the County, after the expiration of 15 workdays of military leave with pay, shall supplement

2. If a regular employee's uniformed services gross base salary is less than the employee's Division gross base salary, the employee may request supplemental pay. Supplemental pay ~~in an~~ provides the amount necessary to bring the ~~gross~~employee's monthly gross base salary, inclusive of his base military pay, to the gross base salary earned for regularly scheduled work hours as a Division employee at the time of recall to federally funded military duty service in the uniformed services.
3. An employee shall provide the Leave Earning Statement (LES) (or equivalent) in order to receive supplemental pay. An employee is entitled to receive a maximum total of two (2) years of supplemental pay while employed by the County. Employees who are receiving supplemental pay under this provision shall be considered ~~are~~ on military leave without pay L WOP for purposes of benefits under section G of this policy. Upon exhaustion of supplemental pay, however, the employee will be permitted, upon request, to use any vacation, annual or similar leave that had accrued at the time military leave began.

G. Reemployment

F. Reinstatement

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1. ~~An employee who is entitled to military leave by reason of service in the federal military reserves is entitled to~~uniformed services shall be restored to the same position, if not abolished; to a position with like seniority, status, and pay; or to a comparable position if no like position exists, unless to do so would be reemployed by the School Board as long as he/she unreasonable. Restoration is contingent on whether the employee:
- ~~has~~
 - a. Has given advance notice of the need for military leave (unless notice is precluded by military necessity or is otherwise impossible or unreasonable);
 - ~~has~~
 - b. Has not been absent from his/her job for more than five (5) years; and
- returns
- c. Provides documentation to the Division from his/her respective military command that indicates a release from this period of active duty and that the service was performed under honorable conditions; and
 - d. Returns to work ~~as~~in the timeframes outlined below.

2. If the employee was absent from work for service in the federal military for:

a. Thirty (30) calendar days or less, he/she mustshall report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest, and report to work;

b. Thirty-one (31) calendar days to 180 calendar days, the employee mustshall submit an application for reemployment; a notice of intent to return to work in writing within 14 calendar days after the completion of service; or

c. One hundred eighty-one (181) calendar days or more, the employee mustshall submit an application for reemployment; a notice of intent to return to work in writing within 90 days after the completion of service.

3. ~~Employees who are entitled to military leave due to~~ If the employee was absent from work for service in the Virginia military reserves must make written application for reemployment;

a. One hundred eighty (180) calendar days or less, the employee shall submit a notice of intent to return to work in writing within (+)-14 days of release from duty or from hospitalization following release if the length of the employee's absence by reason of service in the uniformed services does not exceed 180 days or (2); or

b. One hundred eighty-one (181) calendar days or more, the employee shall submit a notice of intent to return to work in writing within 90 days of his/her release from duty or from hospitalization following release if the length of the employee's absence by reason of service in the uniformed services exceeds 180 days.

4. Upon returning from duty, an employee will be restored to a returning service member will be reinstated in the job that he/she would have attained had he/she not been absent for military service, (the "escalator" principle), with the same job he/she held before leaving seniority, status and pay, as well as other rights and benefits determined by seniority, if the position exists, or to a comparable job vacant position for which he/she is qualified, unless to do so would be unreasonable. The School Board Division is not obligated to reemployreinstae persons returning from military leave in certain unusual situations specified by state and federal law.

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Termination after Reemployment

A person who is reemployed after returning from more than 30 days of military duty will not be discharged except for cause

- within one year after the date of reemployment, if the person's period of military service before the reemployment was more than 180 days; or
- within 180 days after the date of reemployment, if the person's period of military service before the reemployment was more than 30 days but less than 181 days.

H.G. Benefits Health Benefits

During paid military leave ~~with pay~~, the employee will continue to accrue seniority, ~~annual leave, sick leave, life insurance and VRS contributions that may be applicable during regular employment. Employees who are on any other benefits available to him/her as if regularly employed by the Division.~~

During unpaid military leave ~~without pay (including employees who are receiving supplemental pay under section E of this policy)~~, the employee will continue to accrue seniority ~~but not annual leave, sick leave, life insurance or VRS contributions.~~ Employees on unpaid military leave for more than one (1) calendar month will be placed on a leave of absence ("LOA") and will be eligible for benefits pursuant to the LOA policy.

During the period of active duty military service, an employee's health insurance coverage may continue with no change in coverage from what the employee has during regular employment for a period of up to 24 months.

~~An employee who is involuntarily recalled to active military service may request the County to pay the employer portion of the applicable health care premium for the lesser of 24 months or the day after the date on which the person fails to apply for or return to a position of employment with the~~

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County as required by federal law. The employee shall continue to pay the remainder of the cost of employee coverage and the cost of any dependent coverage. The County will assist the returning employee with applying to VRS for retirement benefits that may have been earned while on active military duty.

Retirement Benefits

~~An employee~~ reemployed after military leave will be treated as not having incurred a break in service. The period of military leave will be considered service to the division for purposes of vesting and benefit accrual. The division is responsible for its pension plan funding obligation. The division is not required to make its contribution until the employee is reemployed.

The employee will be allowed, but not required, to make up his/her contributions to a contributory plan. The employee may repay his/her employee contributions for a period of up to three times the period of military service, but not to exceed five years. If the employee's retirement plan is contributory and the employee does not make up his/her contributions, he/she will not receive the employer match or the accrued benefit attributable to his/her contribution because the employer is required to make contributions that are contingent on the employee's contributions.

~~The employer~~ and employee contribution will be calculated on the rate of pay the employee would have received but for the absence to serve military duty.

P.H. Discrimination Against Members of ~~Military Reserves~~ the Uniformed Services Prohibited

Members of the ~~military reserves~~ uniformed services, will not be denied initial employment, ~~reemployment~~ reinstatement, retention in employment, promotion, or any benefit of employment on the basis of that membership.

XX. Personal Leave

A. Purpose

It is vital that staff are present to provide the quality education and services expected for our students. Personal leave is provided to allow 10- and 11-month employees time off from work to attend to personal matters that are not due to illness or injury. Personal leave accrues separately from sick leave, and sick leave is not to be used for personal reasons.

B. Accrual for 10- and 11-Month Employees

Regular benefits-eligible 10- and 11-month classified and licensed employees accrue up to two (2) personal days of leave per school year. Personal days will be distributed on the following schedule:

New Hires

1. Employees who are hired into benefits-eligible positions effective between August 1st and October 1st will receive two (2) personal days granted on October 1st based on the day of leave as of October 1st.

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2. Employees who are hired into benefits-eligible positions effective between October 2nd and December 31st will receive two (2) personal days at the time of hire or eligibility based on the day of leave at the time of distribution.
3. Employees who are hired into benefits-eligible positions effective between January 1st and June 30th will receive one (1) personal day at the time of hire or eligibility based on the day of leave at the time of distribution.

Returning Employees

Employees who are employed with the Division as of June 30th of the current calendar year and return in August in the same calendar year, will receive two (2) personal days granted on October 1st based on the day of leave as of October 1st as a benefits-eligible employee.

C. Accumulation Maximum Cap

Personal leave balances are subject to a maximum cap. Employees may accrue up to five (5) personal leave days.

D. Changes in Status

1. Personal leave is not paid out upon termination or transfer to a benefits-ineligible position and has no cash value. Employees who had breaks in service and are rehired will be treated as new hires per above. Leave balances shall be cleared upon termination of regular employment.
2. Employees transferring without breaks in service to 12-month positions may request to convert accrued personal leave to annual leave up to a maximum of five (5) days of leave of the new 12-month position.
3. Those employees changing to benefits-ineligible statuses will have their personal leave balances deactivated and leave will not accrue. In the event that they become benefits-eligible again without breaks in service, the personal leave balances will be re-activated for use and accrual will resume.
4. Employees who have increases in FTE during the school year will not receive additional personal leave at the time of the increase. If an employee had an accrued personal leave balance of five (5) days and has an increase in the day of leave, the leave balance will be capped at the rate of the day of leave on the October 1st distribution.
5. Employees who change from regular benefits-ineligible to regular benefits-eligible positions will be treated as new hires per above.
6. If an employee who has a balance at the maximum cap has a decrease in FTE during the school year, the balance will be capped at the rate of the new day of leave on October 1st.
7. Employees on leaves of absence do not accrue personal leave. If an employee who was on a leave of absence status on October 1st returns to an active status during the school year, he/she will accrue personal leave as a new hire for that year.

E. Use of Personal Leave

Employees may use up to two (2) personal leave days per school year. Personal leave requires approval from the Principal/Department Head/Designee prior to the leave being taken, unless used in conjunction with sick leave. An employee shall submit his/her request for personal leave to the Principal/Department Head/Designee at least five (5) days in advance of the day or days to be taken. If it is necessary for an employee to request personal leave without five (5) days' notice, the Principal/Department Head/Designee may require an explanation from the employee regarding the leave and the short notice.

Guidelines for granting personal leave for eligible personnel are as follows:

1. Personal leave may not be taken during the first 10 student instructional days and/or the last five (5) contract days, including any snow makeup days at the end of the school year.
2. Personal leave may be used provided it does not immediately precede or follow a school holiday. A school holiday is defined as a time when schools are closed for students and teachers exclusive of normal weekends. If an employee is retiring directly following the personal leave use, personal leave may be used immediately preceding or following a school holiday.
3. The Principal/Department Head/Designee may limit the number of employees who may be granted personal leave on a given day in order to assure the orderly and efficient operation of the school/department.
4. Personal leave may be denied to an employee who has not met expectations for acceptable attendance during the current and/or previous school year.

F. Exceptions

Principals/Department Heads/Designees may grant exceptions to the use of personal leave days articulated above when there is a bona fide reason for doing so. While two (2) days of personal leave is the standard allowance, up to five (5) days of personal leave may be approved for exceptional circumstances when an employee's leave balance permits.

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XXI. Professional Learning Leave

For information on compensation and leave options for professional learning, please refer to Policy GCLA, Professional Learning Time and Leave.

XXII. Sick Leave

A. Purpose

The Division recognizes that its employees may need time away from work due to personal health-related matters or those involving their immediate families, and/or health-related appointments. The Division provides a program of paid leave to benefits-eligible employees to cover such circumstances. Employees should schedule health-related appointments outside of

regular work hours whenever possible to minimize the impact on the efficient operation and delivery of services to students and the public.

Employees and supervisors are encouraged to be flexible when employees or their immediate family members are sick or injured. Depending on the situation, a telework, alternate schedule, or a restricted duty accommodation may be considered instead of or in combination with sick leave use.

Sick leave is provided for legitimate health-related matters and does not protect an employee from disciplinary action including termination as may be permitted by law. Sick leave may run concurrently with other programs defined by Board policy. Other types of accrued leave may be used in lieu of sick leave when sick leave has been exhausted, but sick leave may not be used in lieu of other types of leave unless specifically stated in Board policy. An employee who is unable to return to work due to his/her own or an immediate family member's health-related matter may be separated from employment, subject to applicable law, if it causes an undue hardship on the school/department regardless of the employee's sick leave balance.

Accrued sick leave is not paid out upon termination. It has no cash value and may not be exchanged for pay. Employees who had breaks in service and are rehired will begin with zero balances.

Those employees changing to benefits-ineligible statuses will have their sick leave balances deactivated and leave will not accrue. In the event that they become benefits-eligible again without breaks in service, the sick leave balances will be re-activated for use and accrual will resume.

B. Accrual Rates

Employees accrue sick leave at the rate of one (1) day per month worked (10 days for 10-month positions, 11 days for 11-month positions, 12 days for 12-month positions) based on the employee's day of leave at the time of distribution.

Grandfathered Employees: School Division employees employed before November 1, 1989 accrue sick leave at a rate of 1.25 days per month (12.5 days for 10-month, 13.75 days for 11-month, 15 days for 12-month per school year).

With the approval of the Director of Human Resources/Designee and the Superintendent/Designee, an employee may be granted a negotiated amount of sick leave.

C. Sick Leave Transfer, Applicable to Licensed Employees

When hiring licensed personnel, the Division accepts a maximum of 90 sick leave days which have been accumulated by that employee while serving as a teacher or administrator in the Division or another school division within the Commonwealth of Virginia, under the following conditions:

1. The individual's record of continuous service as a licensed or non-licensed teacher or administrator in a Virginia public school system has not been interrupted for more than two (2) school years; and,
2. The employee provides evidence of this accumulated sick leave within six (6) months of being hired by the Division into an eligible position.

Provision for Previous Employees. A newly hired licensed personnel who was employed with the Division within the last two (2) school years and had a break in service, may transfer a maximum of 90 sick leave days from the previous position to the current position. To transfer sick leave, the last position with the Division must have been as a licensed teacher or administrator. Additionally, no sick leave may have been transferred to another school division within this two (2) school year period. The employee must request transfer of previously accumulated sick leave within six (6) months of being hired by the Division into an eligible position. Any previously accumulated sick leave in excess of 90 days is not eligible for future transfer and is forfeited.

D. Accumulation Maximum Cap

1. There is no maximum cap on sick leave for employees not enrolled in the Virginia Retirement System ("VRS") Hybrid plan.
2. Employees enrolled in the VRS Hybrid Plan shall have a maximum cap of 720 hours.
3. Any employee who becomes eligible for the VRS Hybrid Plan may retain any accrued sick leave, even if it exceeds the maximum cap. However, the employee will not accrue sick leave until the balance is below the maximum cap, and then will only accrue to the maximum cap.

E. Sick Leave Use

1. Sick leave may be used by employees for personal health-related matters, health-related matters in an employee's immediate family, an employee's health-related appointment, or health-related appointments in an employee's immediate family. Sick leave may not be used as personal leave.
2. Sick leave may run concurrently as paid leave with other relevant policies as appropriate/applicable (e.g. FMLA, bereavement leave, income replacement, and Workers' Compensation).

F. Medical Verification/Returning to Work

1. The Division reserves the right to seek medical verification (i.e. a doctor's note) and medical clearance for sick leave used by the employee for him/herself or immediate family member at any time.
 - a. When an employee has been absent for his/her own medical issue, a supervisor may require that an employee submit a medical release from the treating health care provider certifying that he/she is well enough to return to work. Requests to provide a medical release should be made prior to the employee's return when possible, so that the employee

may obtain the medical release in a timely manner. If requested, an employee shall provide the requested medical release within three (3) business days of the request or upon return to work whichever comes later.

b. The Principal/Department Head/Designee may create reasonable guidelines as to when a medical release is expected for employees who are out on sick leave (excluding concurrent FMLA leave use). Such guidelines shall be approved by the Director of Human Resources/Designee prior to the effective date.

c. A medical release should specify the name of the employee, specify the date on which the employee was seen, state if the absence from work was medically necessary, and specify the date on which the employee is/was able to return to work. It may further stipulate any period of partial or total disability or incapacity to perform a job. If a medical release stipulates any disability or incapacity, the Principal/Department Head/Designee shall contact Human Resources.

d. Supervisors may neither solicit information about the employee's underlying medical condition nor contact the employee's health care provider. If additional information is needed, the supervisor should contact Human Resources.

e. Other return to work guidelines apply to FMLA, Workers' Compensation, Bank, and IRP-STD. Supervisors should consult Human Resources when an employee is on these types of leave prior to requesting a medical release or other information.

2. If a supervisor offers restricted duty or other alternative schedule arrangements which the employee is medically able to perform, the employee shall return to work in that capacity.

XXIII. Sick Leave Bank

A. Purpose

The Board authorizes the creation and maintenance of the Sick Leave Bank ("Bank") to be used when a member of the Bank becomes incapacitated by extended illness (defined as more than 20 workdays) or injury as long as one-third (1/3) of the eligible members agree to participate in accordance with the terms contained herein.

B. Administration of the Sick Leave Bank

The Director of Human Resources/Designee is designated as the administrator of the Bank. Members of the Bank will be assessed one (1) additional day of sick leave at such time as the Bank is depleted to 1600 hours, unless they choose not to participate further in the Bank.

C. Employee Membership in the Sick Leave Bank

Membership in the Bank shall be voluntary and open to all benefits-eligible employees.

An eligible employee may enroll within the first 30 calendar days of employment by donating one (1) day of sick leave. An employee who does not enroll when first eligible may do so during any

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subsequent Benefits Open Enrollment period by applying, providing satisfactory evidence of good health, and donating one (1) day of sick leave. One (1) additional day may be requested for continued membership in the Bank whenever an assessment is required. The donated days of leave will be deducted from the donor's accrued sick leave balance. Members who have no sick leave to contribute at the time of assessment will be assessed one (1) day at the next available accrual.

D. Requesting Use of Sick Leave Bank

- 1. Requests for use of leave time from the Bank shall be made in writing by the member or his/her representative prior to use of any Bank leave. Requests cannot be applied retroactively except in the case of absences that were presumed to be covered by Workers' Compensation, but were subsequently denied.
- 2. Requests shall be supported by appropriate medical documentation. Human Resources may require additional medical documentation to support the request. Failure to meet applicable requirements set forth in this policy will result in the denial of the member's Bank usage request.
- 3. Members should also be aware of leave under the FMLA and how it relates to the use of sick leave and Bank leave. Members should also be aware of their rights and responsibilities under the ADA. Employees may also contact HR for assistance.

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E. Rules for Use

1. General Information

- a. For initial use of the Bank, a member of the Bank must miss scheduled work equivalent to 20 days of leave within 30 workdays for the same illness, injury, impairment, or physical or mental condition and the member shall also have used to exhaustion all of his/her own sick leave. Members are responsible for using other available paid or unpaid leave for time not covered by the Bank.
- b. Eligible members may take a maximum of 45 days of leave from the Bank in any year (defined as a 365-day period beginning with the first day of Bank usage). For example, if an eligible member begins Bank usage on March 1st, he/she may take up to 45 days of leave from the Bank in the following 365-day period.
- c. Days drawn from the Bank for any one (1) period of eligibility shall be consecutive, except recurrence or relapse of the original illness will be covered fully on a continuing basis up to the annual maximum of 45 days. Once a member has used all 45 days of Bank, he/she shall return to work and shall meet the requirements of the Rules for Use Section (a.) before becoming eligible to utilize Bank benefits again.
- d. Bank time will run concurrently with FMLA leave or as part of an ADA reasonable accommodation where applicable and appropriate.

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- e. Members utilizing sick leave days from the Bank will not have to replace these days except as a regular contributing member of the Bank.
- f. The Bank request form shall be signed by the member's health care provider. Human Resources reserves the right to require additional medical documentation supporting the request or documentation from a different health care provider.
- g. Participating members enrolled in the VRS Hybrid Plan may not withdraw days from the Bank when the member receives benefits pursuant to the IRP or has received benefits pursuant to the IRP for the same condition.

2. Termination

- a. Upon termination of employment or membership in the Bank, a member may not withdraw the days he/she contributed to the Bank.
- b. The Bank may be dissolved if less than one-third (1/3) of eligible employees agree to participate.

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XXIV. Student Sponsor Activity Leave ("SSA")

Regular employees may need to attend Division-supported events for Division students during the regular workday. This may be to attend athletic or academic events as a coach or sponsor. The Board does not want employees to lose income or take accrued leave when its students are benefiting from services provided by its employees. SSA leave is paid leave granted to benefits-eligible and benefits-ineligible regular employees in these situations. It does not accrue, is not paid out, and is not compensable as time worked.

When attendance at events is part of the normal work duties, SSA leave would not be taken as regular work is being performed. Employees who need SSA leave shall request time off and receive approval from supervisors in advance. SSA leave may not be used if the employee is receiving an hourly rate of pay for the activity. In these situations, annual, personal, compensatory time leave, and LWOP procedures apply for taking leave.

XXV. Total Leave Exhaustion

When an employee has exhausted all applicable paid leave types and wants additional time off from work, he/she should request short or long-term unpaid leave. If unpaid leave is not approved, he/she is obligated to report for work fit for duty. If an employee is unable to work due to injury or disability, he/she should discuss options with Human Resources prior to leave exhaustion. Employees who do not have approved paid or unpaid leave and do come to work fit for duty may be disciplined up to and including termination.

XXVI. Unpaid Leave – Leave of Absence (Long-Term)

A. Purpose

An employee may need to request a leave of absence (“LOA”) from his/her regular employment. The Board authorizes the Superintendent/Designee to consider all requests for leave and will establish a procedure by which these requests may be processed in a fair and consistent manner. The Superintendent/Designee will, however, make decisions on granting or denying LOA requests based on the best interests of the Division. The following procedure is intended to be utilized for leave requests not covered by other Board policies.

B. Eligibility

To qualify, an employee shall have completed at least six (6) months of continuous employment in a benefits-eligible position prior to commencement of a LOA.

C. Period of Leave of Absence

A long-term LOA is for a period from 28 consecutive calendar days up to 12 consecutive months.

D. Requesting Unpaid Leave

1. LOA requests shall be submitted in writing to the employee’s supervisor as soon as possible in advance of taking the leave. The request shall state the reason for the leave and the starting and ending dates of the leave. Generally, requests for leave to pursue other employment will not be approved. The requirement that this request be in advance of taking the leave may be waived by the Principal/Department Head/Designee based on the circumstances/immediate need of the request.

The employee, supervisor, Principal/Department Head/Designee, and Superintendent /Designee will work together to determine whether this request creates a hardship for the Division, or impedes the Division’s ability to provide the necessary level of service to the public, students, and any other relevant factors. LOA requests for instructional employees are typically only approved for school semesters or the entire school year to minimize the interruption to students’ educations.

2. After completion of the unpaid LOA, an employee will be assigned to a similar position in the school/department from which he/she took leave. Licensed and non-licensed administrative employees will be returned to positions for which they are qualified. However, if Division needs to make reductions in staff, employees on a LOA are subject to the procedures outlined in policies GCPA, Reduction in Licensed Staff and GCPAA, Classified Employee Reduction in Force.

3. School Division employees who request LOAs with scheduled return dates in the next school year are required to notify Human Resources in writing of their intentions to return or not by March 1. Failure to do so may result in disciplinary action.

E. Effect on Benefits

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1. Employees on long-term LOAs will not accrue annual, personal, or sick leave and will not receive holiday leave or employer contributions to life insurance, VRS, medical insurance, or dental insurance.
2. If an employee has opted for any optional voluntary benefits, the employee shall make additional arrangements with the payroll department and/or the vendor providing the benefit/product (as applicable) to cover these obligations since he/she will not be paid salary or wages.
3. An employee requesting a LOA should contact Human Resources to discuss the effect of the leave on his/her benefit options.

XXVII. Unpaid Leave – Leave Without Pay (Short-Term)

A. Purpose

An employee’s presence at work is essential. The Division’s Leave Program has been created to recognize that life circumstances do not always permit an employee to work. There may be unforeseeable circumstances when employees are unable to work and do not have paid leave available to them. The Board authorizes the use of short-term leave without pay (“LWOP”) and to establish a procedure by which these requests may be processed in a fair and consistent manner. To take LWOP, all other applicable leave options must be exhausted.

B. Period of Short-Term Leave Without Pay

LWOP may be approved as requested through the Time and Attendance System or other applicable process as follows. Requests should be reviewed to determine whether they will create a hardship for the Division, impede the Division’s ability to provide the necessary level of service to students and the public, and any other relevant factors.

1. A regular employee’s supervisor may approve up to 10 days per rolling year. Supervisors shall also notify the Principal/Department Head/Designee of employee LWOP use. Schools/departments may create notification procedures as to the time and manner in which supervisors keep Principal/Department Head/Designee informed of such use. Principals/Department Heads/Designees are responsible for ensuring reasonable audit procedures around LWOP usage occur.

Eleven

IX. Court Duty, Applicable to All Employees

2. (11+) or more days of LWOP per rolling year requires Principal/Department Head/Designee approval in writing. Principals/Department Heads/Designees shall also notify the Superintendent/Designee of employee LWOP use at this amount. The Superintendent/Designee may also create additional notification procedures. LWOP may not be approved for more than 27 consecutive calendar days.

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3. Human Resources may approve LWOP regardless of length when run concurrently with FMLA, Workers' Compensation, IRP, Maternity Leave, Military Leave, or during the Bank initial waiting period, when applicable.

C. Effect on Benefits

1. As long as the employee has income by working or using paid leave in a calendar month, employees on LWOP will continue as applicable to accrue and use holiday leave, annual leave, sick leave, and participate in life insurance, medical insurance, dental insurance, and VRS contributions.
2. If an employee on LWOP does not work during a calendar month and does not use any paid leave during the month, the employee will not accrue annual, sick, or holiday leave and the Division will not contribute to the employee's life insurance, medical insurance, or dental insurance nor make a VRS contribution.
3. Employees will be responsible for any applicable employee contributions to their benefits during this period of leave.
4. Employees should schedule time with Human Resources to discuss the effect of LWOP on benefits if taking leave for a block of longer than two (2) weeks.

XXVIII. Workers' Compensation

For details on Workers' Compensation, see Policy GCPCC, Insurance. Any additional types of applicable leave will run concurrently with Workers' Compensation when the employee is out for the Workers' Compensation-related injury/illness.

~~The Board recognizes the duty of every citizen to serve on a jury when requested and will allow payment from the court for the daily rate of pay for each day of jury service. Employees serving jury duty will continue to receive full salary as well as retain compensation received from the court.~~

~~Employees are expected to give notice of jury duty and to report to work when jury is not in session. Employees who are subpoenaed to appear as witnesses in legal proceedings in their capacity as County employees will be entitled to treat time spent in such proceedings as compensable working time. However, employees who initiate or are otherwise involved in private legal actions of any kind (excluding employed grievance proceedings), whether such actions involve the County or not, will not be permitted to treat time spent during working hours in connection with such actions as compensable working time. Such employees will be required to use accrued compensatory time, annual leave or unpaid leave for all hours spent in connection with such actions that occur during working hours.~~

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~~**x. Employee's Debilitating or Life-Threatening Illness or Injury**~~

~~A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave~~

APPLICATION FOR CAREER LEAVE

Name: _____

Current School: _____

School Year Seeking Career Leave: _____

Years of Uninterrupted Service with Albemarle County Public Schools: _____

Total Years of Service with Albemarle County Public Schools: _____

Reason Seeking Career Leave: _____

In making this request, I will be responsible for reimbursing the Albemarle County Public Schools for all payments received by me during the approved Career Leave period consistent with applicable School Board policy and as set forth in the Career Leave Agreement signed by me as part of this application.

Signature of Employee: _____ Date: _____

Supervisor's Recommendation: _____

Supervisor's Signature: _____ Date: _____

CAREER LEAVE AGREEMENT

THIS AGREEMENT made and entered into the _____ day of _____ (year), by and between _____ (hereinafter the "Employee"), whose address is _____, and THE COUNTY SCHOOL BOARD OF ALBEMARLE COUNTY, VIRGINIA (hereinafter the "Board").

WITNESSETH THAT:

The Employee and the Board hereby mutually covenant, promise and agrees follows:

- ~~1. **Reimbursement.** The Albemarle County School Board is conferring a valuable benefit upon Employee by granting Career Leave. In recognition of this valuable benefit, the receipt of which is hereby acknowledged. Employee specifically agrees that, in the event he does not return to the employ of the Albemarle County Public Schools upon completion of the Career Leave period, and the decision not to return is not due to extraordinary reasons such as illness, personal or family emergency or other similar situations not within Employee's control, then the Board shall have the right to obtain full reimbursement from the employee for all payments made to the employee or on his behalf during the Career Leave period, including but not limited to salary, stipends, expense reimbursement and insurance payments.~~
- ~~2. **Board's Decision.** The Board shall have the exclusive right to determine in its sole discretion whether Employee's decision not to return to the employ of the Albemarle County Public Schools is excusable or not, and whether reimbursement of all payments made to Employee during the Career Leave period should be pursued. The fact that the Board may have elected not to pursue reimbursement in another employee's case shall be of no effect, and shall not in any way bar the Board from seeking reimbursement from Employee pursuant to the terms and conditions of this Agreement.~~
- ~~3. **Legally Binding Agreement.** The parties acknowledge and agree that this is a legally binding and enforceable agreement. Employee agrees to waive any rights or defenses he may have in the event the Board exercises its right to seek reimbursement under this Agreement as provided herein.~~
- ~~4. **Attorney's Fees and Other Costs.** In the event Employee fails to reimburse the Board as required by this Agreement, and litigation is necessary to collect such reimbursement, Employee agrees that the Board shall be entitled to recover all amounts paid to Employee during the Career Leave period, as well as the costs of collection, including but not limited to reasonable attorney's fees and other expenses incurred.~~
- ~~5. **Controlling Law and Venue.** This Agreement shall be construed and applied under the laws of the Commonwealth of Virginia, and venue shall be in the County of Albemarle, Virginia.~~
- ~~6. **Other Provisions.** Employee agrees to execute the Application for Career Leave, and such Application is hereby incorporated by reference. Employee also agrees to be bound by Albemarle County School Board policies governing Career Leave.~~

~~IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written above.~~

~~EMPLOYEE~~

~~By: _____~~

~~Name: _____~~

~~COUNTY SCHOOL BOARD OF
ALBEMARLE COUNTY, VIRGINIA~~

~~By: _____~~

~~Title: _____~~

~~STATE OF VIRGINIA/COUNTY OF ALBEMARLE~~

~~The foregoing instrument was acknowledged before me this _____ day of _____ (year),~~

~~by _____, Employee.~~

~~Notary Public~~

~~My Commission Expires: _____~~

~~STATE OF VIRGINIA/COUNTY OF ALBEMARLE~~

~~The foregoing instrument was acknowledged before me this _____ day of _____ (year),~~

~~by _____, duly authorized representative~~

~~of the County School Board of Albemarle County, Virginia.~~

~~Notary Public~~

~~My Commission Expires: _____~~

EXHIBIT 4
ALBEMARLE COUNTY PUBLIC SCHOOLS
Leave Program—Summary Chart for Earned Leave

TYPE OF LEAVE (EARNED)		HOW ACCRUED	CARRYOVER	COMMENTS
Sick	10 Months (Before 11/1/89) 11 Months (Before 11/1/89) 12 Months (Before 11/1/89)	1.25 days for 10 months 1.25 days for 11 months 1.25 days for 12 months	12.5 days per year 13.75 days per year 15 days per year	1. Part-time staff are prorated based on percentage of time worked 2. See Sick Leave Bank (Section V.D.) 3. Also see Sick Leave Transfer within Virginia (90 days maximum) (Section V.B.)
	10 Months (After 11/1/89) 11 Months (After 11/1/89) 12 Months (After 11/1/89)	1 day for 10 months 1 day for 11 months 1 day for 12 months	10 days per year 11 days per year 12 days per year	
Personal (Teachers)	10 Months (Before 11/1/89)	2 days per year	14.5 days per year[§]	§ Add unused days to leave balance (sick)
	11 Months (Before 11/1/89)	2.2 days per year	15.95 days per year[§]	
	10 Months (After 11/1/89)	2 days per year	12 days per year[§]	
	11 Months (After 11/1/89)	2.2 days per year	13.2 days per year[§]	
Personal (11 Month Admin.)	11 Months (Before 11/1/89)	2.2 days per year	15.95 days per year[§]	§ Add unused days to leave balance (sick)
	11 Months (After 11/1/89)	2.2 days per year	13.2 days per year[§]	
Annual (12 Month Employee)	0-5 Years of Service	1 day per month	12 days per year	1. Maximum accumulation is 40 days 2. Accumulated paid annual leave paid upon termination of employment
	6-10 Years of Service	1.25 days per month	15 days per year	
	11-15 Years of Service	1.5 days per month	18 days per year	
	16-20 Years of Service	1.75 days per month	21 days per year	
	21-25 Years of Service	2.00 days per month	24 days per year	
	26+ Years of Service	2.25 days per month	27 days per year	
Holiday (12 Month Employee)	12 Months	11 days per year	Not Applicable	# of days same as local government

EXHIBIT 1
ALBEMARLE COUNTY PUBLIC SCHOOLS
Leave Program — Summary Chart for Granted Leave

TYPE OF LEAVE (Granted)		HOW ACCRUED	CARRYOVER	COMMENTS
Emergency	—12 Month— Classified and Administrators	2 days per year	Not Applicable	<ol style="list-style-type: none"> 1. Defined as circumstances beyond the control of the employee. 2. Examples including, but not limited to: legal actions, physical for military leave, and/or disaster affecting the employee.
Professional	—For All School Employees	As Requested	Not Applicable	<ol style="list-style-type: none"> 1. Attendance of professional conferences, meetings, and training sessions. 2. For improvement of job skills and enhancement of employee performance. 3. Directly linked to job description and responsibilities of employee.
Military	—For All School Employees	As Requested	Not Applicable	<ol style="list-style-type: none"> 1. Maximum of 15 days per federal fiscal year (October — September). 2. After 15 days, employee placed on unpaid leave of absence. 3. For presidential call up (maximum 90 days) employee will have option of remaining on school division payroll and reimbursing the division all military pay received or, after 15 days, going into an unpaid leave of absence.
Court Duty	—For all School Employees	As Requested	Not Applicable	For jury duty and subpoenas to court.
Debilitating or Life-Threatening Illness or Injury	—For all School Employees	As Requested, up to 30 days	Not Applicable	<ol style="list-style-type: none"> 1. — Unpaid leave when no other leave available. 2. — During first year of employment. 3. — May only be taken in full day increments.

EXHIBIT 1
ALBEMARLE COUNTY PUBLIC SCHOOLS
Leave Program – Summary Chart for Granted Leave

TYPE OF LEAVE (Granted)		HOW ACCRUED	CARRYOVER	COMMENTS
Personal	<ul style="list-style-type: none"> -For 10/11 Month: Teachers and Classified -For 11 Month: Administrators 	2 days per year	Not Applicable	<ul style="list-style-type: none"> 1- Under special circumstances, a Principal/Department Head may authorize non-cumulative, unpaid personal leave each year. 2- For emergencies or circumstances deserving special consideration, the Superintendent/Designee may extend the unpaid personal leave to five (5) consecutive days.

Revised: _____ October 26, 2000; August 23, 2001; September 12, 2002; October 22, 2009; June 12, 2014

Reviewed: _____ January 22, 2015

EXHIBIT 2 File: **GCC-E2**

Albemarle County Public Schools
Leave of Absence (LOA) & Career Leave

Leave of Absence: Allow for any employee to take time off for any reason.

Career Leave: Allow for a licensed employee to take time off for a specific purpose to pursue advanced study or other endeavor that enhances their professional performance.

CRITERIA	LEAVE-OF-ABSENCE	CAREER-LEAVE
Purpose	Any reason	Advanced study or endeavor to enhance professional performance.
Eligibility	Permanent (not temporary); At least half-time; Licensed, Classified, Administrator; Completed probation.	Permanent (not temporary); No percentage specified; Only licensed teacher or administrator; At least 5 years uninterrupted years with Albemarle County.
Compensation/ Benefits	Unpaid	5-10 years: No stipend. Board contribution for medical/dental paid. ----- 10 or more: 10% stipend. Board contribution for medical/dental paid.
Application	Letter to supervisor; Supervisor endorses; Send to Asst. Supt. Support Services	Application form (required) to supervisor; Supervisor endorses; Send to Asst. Supt. Support Services
Deadline	None	June 1 st of the year preceding
Approval	Superintendent/Designee	School Board
Duration	No more than 1 year	No more than 1 year
Other	N/A	Granted on intent to return
Reference	Policy GCC	Policy GCC

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