

## **209 – Employee Leave of Absence Policy**

Approved by GWA Board of Directors 9/23/2012

Amended 9-22-2016

### **Requesting Personal or Professional Leave**

Unless leave is for an emergency, employees must complete a Leave Request Form as far ahead of time as possible and submit it in to the Administrative Services Director. The Leave Request Form can be obtained at the front office. Substitute teacher plans must be turned in at the time the leave request is submitted unless otherwise authorized by the Executive Director. Faculty and Staff may not take Personal Leave during the first or last week of school, during CRT Testing, or during SEP weeks, unless it is first approved by the Executive Director or is an emergency. Follow the procedure laid out in the Leave Request Form. All personal leave must be pre-approved by the Executive Director or Administration unless it is for illness.

### **Worker's Compensation**

George Washington Academy complies with applicable state and federal laws concerning leave time for work-related illness or injury. All employees are automatically covered by Worker's Compensation Insurance at the time they begin employment at the GWA. Certain benefits are provided to a qualified employee who sustains a work – related injury in accordance with the Workers Compensation laws.

All work-related injuries **MUST** be reported immediately to the Executive Director or Administrative Services Director.

### **TYPES OF LEAVE:**

**Personal Leave: A leave of absence for a compelling personal reason that is not medically related.**

Five (5) days per year will be granted as personal days without loss of pay to all full-time, exempt, teaching positions. Personal days shall be for the express purpose of attending to those needs not readily accomplished or able to be scheduled at other times; they should not be taken simply because the teacher has not needed the allotted number of personal days for legitimate purposes. Personal days may be used for illness of the employee or a family member, to attend family obligations and special events (e.g., weddings, class reunions, graduations, and religious holidays), or for other legitimate reasons. No reason need be stated. See PTO Policy for further clarification. Requests for personal leave will be granted at the sole discretion of the Executive Director, based on the circumstances surrounding each individual request. A request should be made in writing at least 30 days in advance. Any leave that is granted must be in writing and signed by the Executive Director. **Professional Leave: A leave of absence related to educational experiences related to the enhancement of the employee's current job duties.**

Requests for professional leave may be granted at the discretion of the Executive Director or his/her designee and must be made in writing

**Emergency Leave: A leave of absence requested to deal with the effects of unusual unplanned circumstances**

Requests for Emergency leave may be granted at the discretion of the Executive Director or his/her designee and must be made in writing.

**Jury Duty: An absence for jury duty.**

All employees are granted paid time off if summoned to appear in court as a witness or to serve as members of a jury. To qualify for jury or witness duty leave, an employee must submit a copy of the summons to serve or appear as soon as it is received. In addition, proof of service must be submitted when your period of jury or witness duty is completed. GWA will make no attempt to have your jury or witness service duty postponed except when business conditions necessitate such action. Any compensation received through jury duty will be surrendered to GWA.

**Military: A leave of absence for required military service.**

Military leave is covered under GWA's FMLA Policy

**Bereavement: A leave of absence due to the loss of a family member.**

Full-time regular employees will be eligible for three (3) days paid bereavement leave due to the death of an immediate family member. Immediate family member for this policy is defined as: An employee's spouse, child, parents, grandparents, or in-law equivalents.

Employees who require more than three days bereavement leave may request a personal leave of absence, subject to the provisions of GWA's leave of absence policy, and, if granted, shall be unpaid leave.

**Emergency Leave:**

A teacher who has used ALL five of their personal days may request to use emergency leave in the event of extenuating circumstances that require additional personal leave in a given year. The use of emergency leave requires approval of the Executive Director and shall be signed off on by the Board Chair or his/her designee.

No more than two (2) days per year may be granted for emergency use at the cost of \$100 per day (average cost of substitute teacher plus administrative time/hourly rate) for full-time, teaching employees, only. Emergency days may only be used under certain extenuating circumstances when deemed warranted by the Executive Director.

**General Provisions for Any Leave of Absence:**

A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension. Failure to return to work on the first workday following the expiration of an approved leave of absence will be considered a voluntary termination.

Any benefit premiums that an employee owes are to be paid whether an employee's leave is with or without pay. Arrangements may be made with the Administrative Services Director and/or Business Manager to pay premiums in advance or during a leave of absence.

If the employee does not return to work following a leave of absence, he/she may be required to reimburse GWA for the employer portion of the employees' health insurance premium that was paid during a leave of absence.