

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

Employees must complete a Leave Request Form as far ahead of time as possible and notify their Supervisor or team lead. All Leave Requests are done online through the Red Apple Portal. Please see Procedure for Leave Request. 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. 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 Personnel Administrative Assistant.

### **TYPES OF LEAVE:**

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

Eight (8) days per year will be granted as personal days without loss of pay to all full-time, exempt, teaching positions. No reason need be stated. See PTO Policy for further clarification. A request should be made in writing at the earliest known time.

**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

**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

## 209 – Employee Leave of Absence Policy (cont.)

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### **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, siblings, grandparents, in-law equivalents, or other relationship in which the employee is the legal guardian or sole caretaker.

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 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. Available PTO days must be used for emergency leave.

An individual 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 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 will be required to reimburse GWA for the employer portion of the employees' health insurance premium that was paid during a leave of absence.