



# HR News

## Special Leave

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Employee leaves that are not due to school business or paid health leave are considered leaves for personal reasons and are reported and tracked through the Absence Reporting System, Frontline. Advance approval by a supervisor is required for the following types of leave:

1. Jury duty and witness leave
2. Reserve duty leave
3. Appointive and elective office leave
4. Leave without pay
5. Bereavement
6. Vacation leave; and
7. Special leave

Employees may be approved to take special leave with pay for three duty days per school year.

- a. Non-licensed staff may request special leave for accidents, court appearances, graduations, situations over which the employee has no control, and other similar cases. Except in the case of emergencies, advance approval is required. Non-licensed staff shall be granted paid special leave of not more than three duty days per school year if the staff member has accrued paid leave at the time such special leave is to be used. Employees who take special leave without determining if the leave will be approved, do so at the risk of having to take the day as leave without pay and possible discipline.
- b. Licensed staff: Upon request, licensed staff shall be granted paid special leave of not more than three duty days per school year if the teacher has accrued paid leave at the time such special leave is to be used. Special leave is intended to provide an opportunity for teachers to attend to personal matters and may not be used for recreational purposes. Article 34 of the Master Agreement outlines special leave rules, including:

Special leave requires prior approval from the teacher’s supervisor.

- a. For prior approval, teachers must submit a special leave request through the District leave reporting system. The request will be reviewed by the principal and either approved or declined based on the guidelines outlined in this Article.
- b. No special leave shall be granted on the day before or the day after a holiday or vacation period unless the teacher has actually been at work

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between the holiday or vacation period and the day requested as a special leave day. A teacher who takes special leave on an ineligible day without requesting and receiving an exception, as allowed below, will not be paid for that day.

- c. A teacher wishing to attend the high school or college graduation ceremony of an immediate family member, which is scheduled on a day before or after any holiday or vacation period, may use special leave.
- d. Teachers may not submit special leave requests more than 60 calendar days in advance.
- e. Prior approval requirements may be waived for emergencies and/or matters beyond the teacher's control at the discretion of the Chief Personnel Officer.
- f. Exceptions for requests of special leave prior to or following a holiday or vacation period may be made by the Chief Personnel Officer for special circumstances beyond the teacher's control. The request for an exception must be made in advance of the desired special leave date and with proof for the exception.

If you would like more information about special leave, please refer to Article 34 of the Master Agreement, or APS policy GCC-1-R

## Business Leave

School business leave requires pre-approval from your supervisor. Business leave is granted on a first come, first serve basis, as there are a limited number of business leave absence slots available district-wide.

### Master Agreement Article 21 - Conference Release Time

Employees shall apply to the Director, Professional Learning, for approval of conference attendance as soon as possible after they become aware of meaningful conference opportunities; except that no such request shall be presented until the second week of each school year and requests may be only for the school year in progress.

## Military Leave

### Board Policy - GCCAD & Master Agreement Article 31

Below are the steps for properly completing the leave process should you be called to active duty.

1. Notify your supervisor that you have been called to active duty as soon as possible.
2. Contact the HR Leave Office to schedule an appointment to discuss and complete the leave packet.
3. Once completed, you or your principal/supervisor should return the leave form to the HR Leave Office in the Educational Service Center - 1 building.
4. Classified Employees: Before going on leave, report all leave time in the absence reporting system. Specify if a substitute is needed.
5. Licensed & Administrative and Professional/Technical Staff: Before going on leave, report leave in the absence reporting system and specify if a substitute is needed.

Your position is held for you for varying lengths of time depending on discharge status, and other circumstances.

For information on benefits coverage while on military leave, contact the HR Leave Office at ext. 28772.

## Jury Duty & Witness Leave

### Board Regulation - GCC-1-R, Policy GCCAB & Master Agreement Article 29

In advance of the absence, employees must provide the supervisor/principal with a copy of the summons or subpoena at the time the request for approval is submitted.

Employees who are called for jury duty shall receive full pay during their absence but shall assign their jury duty pay, mileage expense excepted, to the District.

Licensed employees:

1. Employees must provide their jury summons or subpoena for a court appearance as notification of jury duty or witness leave to their principal at least two days in advance of the court date. After providing notification to the principal, the employee shall use the District leave reporting system to report the jury duty or witness leave.
2. Employees who are summoned for jury duty shall receive their full pay during their absence but shall assign their jury duty pay, mileage expense excepted, to the District.
3. Employees who are subpoenaed to appear in court, except where the employee is a plaintiff or where the employee is subpoenaed by the plaintiff in a suit against the District, the Board, a fellow employee, or a District administrator, shall receive full pay during their absence, up to a maximum of two days for any one case, but shall assign any witness fee paid, mileage expense excepted, to the District.
4. Teachers shall report for work before jury duty or court appearance if there are two or more hours of the normal duty day before reasonably having to leave for jury duty or court appearance and shall return to work after being released from jury duty or court appearance if they can reasonably return with two or more hours of the normal duty day remaining after arrival.





## Extended Personal Leave

Please be reminded that staff who are not on a 12-month contract and as a result do not accrue vacation, that most requests for extended personal time off will be denied. Board regulation GCC-1-R and Board policy GCCAG both reference potential discipline for unapproved leave and leave without pay, and this article shall serve as a written warning.

The number one priority of all staff members is to support student learning. Generous time off is provided to staff members during the various school breaks in the fall, winter and spring. As a result, requests for extended absences to pursue personal interests are not acceptable and may result in discipline. No substitute can replicate what a classroom teacher or trained school employee is able to offer our students.

## Extended Medical Leave Including Family Medical Leave (FMLA)

Information on taking a leave of absence due to pregnancy, illness or other appropriate reasons is covered in APS policies beginning with GCC and specifically GDCCF. Teachers should also review the Master Agreement, beginning with Article 23.

Please Note: If the leave is for maternity, you must notify your supervisor (in writing) in your third month of pregnancy and notify the HR Leave Office at extension 28772 to schedule a meeting prior to your leave.

The steps for taking FMLA leave are:

1. Discuss and obtain prior approval for the leave from your principal/supervisor.
2. Contact the HR Leave of Absence Office and schedule an appointment to discuss and complete the leave of absence paperwork. You must submit a signed medical certification form (in the paperwork) or a signed note from your primary care physician or specialist indicating the start date for leave, the anticipated length of your absence and the expected return to work date.
3. Once completed, return the form and the physician's note to the Leave of Absence Office in the Educational Service Center - 1 building. The Request for Extended Leave and physician's form may be emailed, faxed, mailed, or hand-carried to the Leave of Absence Office.
4. While on leave, you must report all leave time through the District Absence Reporting System and specify if a substitute is needed.
5. Before returning to work, you must send a medical release form from your doctor to the Leave of Absence Office indicating that you may return to work with or without restrictions.

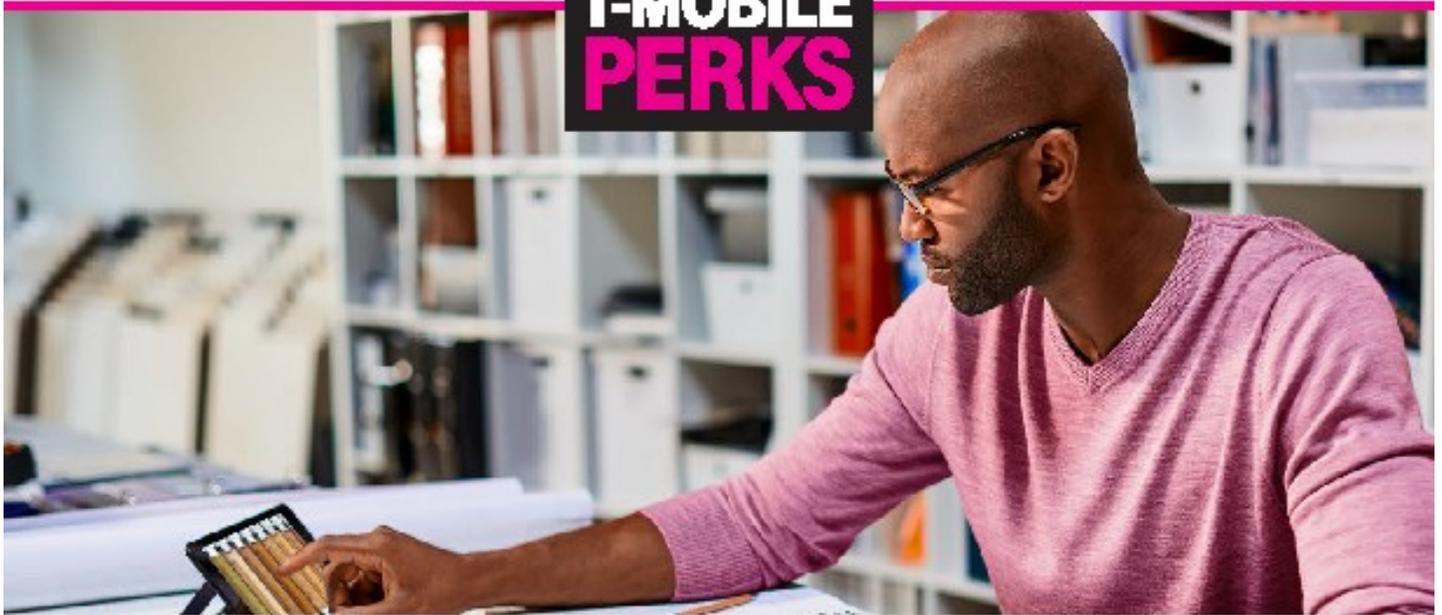
**Please Note:**

- Any time taken in excess of 10 days will require leave approval
- Compensation while on medical leave is based on the amount of paid health leave you have available

Please contact the HR Leave of Absence Office at ext. 28772 for further information.

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