

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 8, 2003
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Superintendent's Rules 4153 and 4270
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE
PERSON(S): Rita Fromm, Executive Director, Planning and Support Operations

INFORMATION

Superintendent's Rules 4153 and 4270 are being presented to the Board for informational purposes only. Policies 4153 and 4270 did not change. The rules are the procedural implementation of the policies and they have been re-written.

JRH/dd
Appendix I – Superintendent's Rule 4153
Appendix II – Superintendent's Rule 4270

SUPERINTENDENT'S RULE 4153

PERSONNEL: Professional

Absences, Leaves, Vacations and Holidays: Short-term Leaves

1. Family Illness

The employee is required to submit, to the appropriate administrator, the appropriate form or letter, stating the exact relationship of the ill relative, the nature of the illness, and the necessity for assisting the ill member of the family. IF IT IS KNOWN THAT THE EMPLOYEE WILL BE ABSENT FOR TEN(10) OR MORE DAYS THE EMPLOYEE WILL BE DIRECTED BY THE ADMINISTRATOR TO COMPLETE AN APPLICATION FOR LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993 AND SUBMIT IT TO HUMAN RESOURCES {This explanation will be forwarded with the payroll report }

2. Sick Leave-Accumulation and Use

- a. A regular part-time employee shall accrue sick leave proportionately as it relates to a full-time assignment.
- b. The appropriate administrator will periodically review the employee's use of sick leave. If this review indicates that the employee's use of sick leave is questionable or excessive, {the appropriate administrator shall submit to the Superintendent of Schools a report of the review} THE ADMINISTRATOR WILL DISCUSS THE REVIEW WITH THE EMPLOYEE AND SHALL PROVIDE THE EMPLOYEE WITH A WRITTEN NOTICE OF THE REVIEW. {The Superintendent may then require the employee to have a physical examination or to submit written certification by a physician confirming the necessity for absences due to illness} IF THE ABSENCES CONTINUE, THE ADMINISTRATOR MAY REQUIRE THE EMPLOYEE TO SUBMIT WRITTEN CERTIFICATION BY A PHYSICIAN CONFIRMING THE NECESSITY FOR ABSENCES DUE TO ILLNESS. THE SUPERINTENDENT OR THE SUPERINTENDENT'S DESIGNEE MAY ALSO REQUIRE THE EMPLOYEE TO HAVE AN INDEPENDENT MEDICAL EXAMINATION. IF UNDOCUMENTED OR EXCESSIVE ABSENCES CONTINUE, APPROPRIATE DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION, WILL BE TAKEN.
- c. AN EMPLOYEE WHO IS ABSENT DUE TO INJURY OR ILLNESS FOR 10 CONSECUTIVE DAYS WILL BE REPORTED ON THE APPROPRIATE FORM TO THE INTEGRATED DISABILITY MANAGEMENT PROGRAM.

- The employee is required to submit, to the { appropriate administrator, a letter or suitable form giving the reason for absence. This explanation will be forwarded with the payroll report. The Superintendent of Schools may require a doctor's certificate as proof of illness} INTEGRATED DISABILITY MANAGEMENT PROGRAM, A DISABILITY SLIP OR LETTER BY AN APPROPRIATE HEALTHCARE PROVIDER DOCUMENTING THE REASON FOR ABSENCE INCLUDING THE DIAGNOSIS, THE EXPECTED LENGTH OF ABSENCE AND A RETURN TO WORK DATE. THE BOARD OF EDUCATION RESERVES THE RIGHT TO DESIGNATE THE USE OF PAID SICK LEAVE THAT MEETS THE REQUIREMENTS OF THE FAMILY MEDICAL LEAVE ACT (FMLA) AS FMLA LEAVE AND WILL BE APPLIED TO THE 12 WEEKS OF FMLA LEAVE FOR ELIGIBLE EMPLOYEES DURING A ONE YEAR PERIOD.
- d. {When an employee is granted an extended formal sick leave of absence, without pay, the accumulated sick leave days may either be utilized prior to the granting of this leave or may be retained for future use after the employee has returned to duty} MOVE TO "m".
 - d. FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION MAY RESULT IN THE DISCONTINUATION OF SICK LEAVE BENEFITS. BENEFITS WILL BE REINSTATED ONCE THE DOCUMENTATION IS RECEIVED AND REVIEWED BY THE INTEGRATED DISABILITY MANAGEMENT PROGRAM.
 - e. WHEN APPROPRIATE DOCUMENTATION IS RECEIVED IT MAY BE DETERMINED THAT ADDITIONAL CONTACT OR REFERRAL TO MEDICAL CASE MANAGEMENT IS NECESSARY. THE INTEGRATED DISABILITY MANAGEMENT PROGRAM WILL OBTAIN CONSENT FOR THE RELEASE OF ADDITIONAL MEDICAL INFORMATION AND MAY REQUIRE APPROPRIATE MEDICAL EVALUATIONS TO BE CONDUCTED BY A BOARD APPROVED HEALTHCARE PROVIDER. ALL MEDICAL INFORMATION WILL BE MAINTAINED IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE OR LOCAL LAWS AND REGULATIONS.
 - f. A MEDICAL RELEASE TO RETURN TO WORK IS REQUIRED FROM AN APPROPRIATE HEALTHCARE PROVIDER BEFORE AN EMPLOYEE MAY RETURN TO WORK AND NEEDS TO BE SENT TO THE INTEGRATED DISABILITY MANAGEMENT PROGRAM.
 - g. A "TRANSITIONAL DUTY" PROGRAM WHICH MEETS THE EMPLOYEE'S DOCUMENTED MEDICAL RESTRICTIONS IS OFFERED TO EMPLOYEES WHENEVER POSSIBLE. AN APPROPRIATE HEALTHCARE PROVIDER MUST DOCUMENT ALL MEDICAL RESTRICTIONS. TRANSITIONAL DUTY IS A TEMPORARY ASSIGNMENT FOR LESS THAN 3 MONTHS EXCEPT IN THE CASE

WHEN MEDICAL CASE MANAGEMENT HAS RECOMMENDED THAT TRANSITIONAL DUTY BE CONTINUED. TRANSITIONAL DUTY IS NOT AVAILABLE TO EMPLOYEES WHO HAVE REACHED MAXIMUM MEDICAL IMPROVEMENT OR FOR WHOM REASONABLE ASSURANCE HAS BEEN RECEIVED FROM AN APPROPRIATE HEALTHCARE PROVIDER THAT THE EMPLOYEE WILL NOT BE ABLE TO RETURN TO HIS/HER CURRENT POSITION. TRANSITIONAL DUTY WILL BE COORDINATED AND MONITORED BY THE INTEGRATED DISABILITY MANAGEMENT PROGRAM IN COOPERATION WITH SITE-BASED PERSONNEL.

- h. AN EMPLOYEE MAY NOT USE SICK LEAVE TO POSTPONE A DISABILITY RETIREMENT CONSISTENT WITH THE REQUIREMENTS OF SICK LEAVE BANK OUTLINED IN THE MASTER AGREEMENTS. SICK LEAVE BENEFITS WILL TERMINATE IF CONDITIONS ARE MET FOR APPROVAL OF DISABILITY RETIREMENT AND A PHYSICIAN HAS GIVEN REASONABLE ASSURANCE THAT THE EMPLOYEE WILL NOT BE ABLE TO RETURN TO HIS/HER CURRENT POSITION
- i. AN EMPLOYEE WHO HAS RECEIVED APPROVAL FOR A MEDICAL RETIREMENT FROM THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM, OR BEEN APPROVED FOR DISABILITY BENEFITS BY THE SOCIAL SECURITY ADMINISTRATION OR OTHER DISABILITY PLAN WILL HAVE SICK LEAVE BENEFITS TERMINATED AND CONSISTENT WITH THE FOLLOWING SICK LEAVE BANK PROCEDURES:

IF THE DECISION OF THE MEDICAL REVIEW BOARD IS RECEIVED BY THE BCPS RETIREMENT COORDINATOR FROM THE FIRST THROUGH THE 20TH OF THE MONTH, SICK LEAVE WILL TERMINATE ON THE LAST DAY OF THAT MONTH

IF THE DECISION OF THE MEDICAL REVIEW BOARD IS RECEIVED BY THE BCPS RETIREMENT COORDINATOR FROM THE 21ST THROUGH THE LAST DAY OF THE MONTH, SICK LEAVE WILL TERMINATE ON THE LAST DAY OF THE FOLLOWING MONTH

PROCEDURES TO SEPARATE THE EMPLOYEE FROM THE BOARD OF EDUCATION WILL BE CARRIED OUT BY HUMAN RESOURCES AND WILL BE INITIATED ON THE DATE BENEFITS ARE TERMINATED

- j. EMPLOYEES IN THE INTEGRATED DISABILITY MANAGEMENT PROGRAM OR USING SICK LEAVE BANK AT THE END OF THE SCHOOLYEAR WILL BE SENT A LETTER CONCERNING THEIR INTENTION TO RETURN FOR THE UPCOMING SCHOOL YEAR. THE

INTEGRATED DISABILITY MANAGEMENT PROGRAM PERSONNEL
WILL SEND THE LETTER.

k. THE PROCEDURES FOR THE MANAGEMENT OF SICK LEAVE USAGE CARRIED OUT BY THE INTEGRATED DISABILITY MANAGEMENT PROGRAM WILL BE INCORPORATED INTO TRAINING PROGRAMS FOR ADMINISTRATIVE, SUPERVISORY AND OTHER APPROPRIATE PERSONNEL

l. CONSISTENT WITH SICK LEAVE BANK PROCEDURES, IN NO CASE WILL THE GRANTING OF SICK LEAVE BENEFITS CAUSE AN EMPLOYEE TO RECEIVE MORE THAN HIS OR HER ANNUAL SALARY

m. When an employee is granted an extended formal sick leave of absence, without pay, the accumulated sick leave days may either be utilized prior to the granting of this leave or may be retained for future use after the employee has returned to duty. THE BOARD OF EDUCATION RESERVES THE RIGHT TO DESIGNATE PAID AND UNPAID LEAVES WHICH MEET THE REQUIREMENTS OF THE FAMILY MEDICAL LEAVE ACT (FMLA) AS FMLA LEAVE AND WILL BE APPLIED TO THE 12 WEEKS OF FMLA LEAVE FOR ELIGIBLE EMPLOYEES WITHIN A ONE-YEAR PERIOD. THE DESIGNATION OF FMLA LEAVE WILL BE THE RESPONSIBILITY OF THE DEPARTMENT OF HUMAN RESOURCES.

Rule

approved: 6/10/71

revised: 6/12/75

revised: 3/25/93

revised: 7/01/03

Superintendent of Schools

SUPERINTENDENT'S RULE 4270

PERSONNEL: Classified

Absences

1. Academic Purposes

The employee is required to submit one (1) week prior notification to the appropriate administrator, in writing, explaining the reason for the absence. This explanation will be coded on the payroll report.

2. Personal Illness

- a. **PROCEDURES RELATED TO NOTIFICATION OF ABSENCES ARE DETAILED IN THE MASTER AGREEMENTS BETWEEN THE BOARD OF EDUCATION AND EACH BARGAINING UNIT. EMPLOYEES MUST ADHERE TO THE GUIDELINES THAT APPLY TO THEIR RESPECTIVE UNIT. {An employee needing to utilize sick leave must contact the immediate supervisor prior to or during the first hour of each day of absence, stating the necessity for the absence so that the time records can be properly maintained and work schedules realigned. When a relatively long period of absence is anticipated, the employee need only contact the supervisor on the first day of the absence but must state at that time the estimated period of lost time. }**
- b. The appropriate administrator will periodically review the employee's use of sick leave. If this review indicates that the employee's use of sick leave is questionable or excessive, **THE APPROPRIATE ADMINISTRATOR {shall discuss the problem} WILL DISCUSS THE REVIEW WITH THE EMPLOYEE AND {and shall submit to the Superintendent of Schools or his/her designee, a report of the review} SHALL PROVIDE THE EMPLOYEE WITH A WRITTEN NOTICE OF THE REVIEW. {The Superintendent, or his/her designee, may then require the employee to have a physical examination or to submit written certification by a physician confirming the necessity for absences due to illness} IF THE ABSENCES CONTINUE, THE APPROPRIATE ADMINISTRATOR MAY REQUIRE THE EMPLOYEE TO SUBMIT WRITTEN CERTIFICATION BY A PHYSICIAN CONFIRMING THE NECESSITY FOR ABSENCES DUE TO ILLNESS. THE SUPERINTENDENT OR THE SUPERINTENDENT'S DESIGNEE MAY ALSO REQUIRE THE EMPLOYEE TO HAVE AN INDEPENDENT MEDICAL EXAMINATION WITH A BOARD DESIGNATED PHYSICIAN. IF UNDOCUMENTED OR**

EXCESSIVE ABSENCES CONTINUE, APPROPRIATE DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION, WILL BE TAKEN.

- c. WHEN AN EMPLOYEE WHOSE ABSENCE IS DUE TO INJURY OR ILLNESS AND THE ABSENCE IS FOR TEN (10) CONSECUTIVE DAYS OR MORE, THE ABSENCE WILL BE REPORTED ON THE APPROPRIATE FORM TO THE INTEGRATED DISABILITY MANAGEMENT PROGRAM. THE ABSENCE WILL BE REPORTED BY THE SITE BASED LIAISON ON THE EMPLOYEE'S SUPERVISOR.
- d. THE EMPLOYEE IS REQUIRED TO SUBMIT, TO THE INTEGRATED DISABILITY MANAGEMENT PROGRAM, A DISABILITY SLIP OR LETTER FROM AN APPROPRIATE HEALTHCARE PROVIDER DOCUMENTING THE REASON FOR ABSENCE. THE DOCUMENTATION MUST INCLUDE THE DIAGNOSIS, AN EXPECTED LENGTH OF ABSENCE AND A RETURN TO WORK DATE. THE BOARD OF EDUCATION RESERVES THE RIGHT TO DESIGNATE THE USE OF PAID SICK LEAVE THAT MEETS THE REQUIREMENTS OF THE FAMILY MEDICAL LEAVE ACT (FMLA) AS FMLA LEAVE AND WILL BE APPLIED TO THE 12 WEEKS OF FMLA LEAVE FOR ELIGIBLE EMPLOYEES DURING A ONE YEAR PERIOD.
- e. FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION MAY RESULT IN THE DISCONTINUATION OF SICK LEAVE BENEFITS. BENEFITS MAY BE REINSTATED ONCE THE DOCUMENTATION IS RECEIVED AND REVIEWED BY THE INTEGRATED DISABILITY MANAGEMENT PROGRAM.
- f. WHEN APPROPRIATE DOCUMENTATION IS RECEIVED IT MAY BE DETERMINED BY THE RISK MANAGER THAT ADDITIONAL CONTACT OR REFERRAL TO MEDICAL CASE MANAGEMENT IS NECESSARY. THE INTEGRATED DISABILITY MANAGEMENT PROGRAM WILL OBTAIN CONSENT FOR THE RELEASE OF ADDITIONAL MEDICAL INFORMATION AND MAY REQUIRE APPROPRIATE MEDICAL EVALUATIONS TO BE CONDUCTED BY A BOARD APPROVED HEALTHCARE PROVIDER. ALL MEDICAL INFORMATION WILL BE MAINTAINED IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE OR LOCAL LAWS AND REGULATIONS.
- g. A MEDICAL RELEASE TO RETURN TO WORK IS REQUIRED FROM AN APPROPRIATE HEALTHCARE PROVIDER BEFORE AN EMPLOYEE MAY RETURN TO WORK. THIS RELEASE FORM NEEDS TO BE SENT TO THE INTEGRATED DISABILITY MANAGEMENT PROGRAM.
- h. A "TRANSITIONAL DUTY" PROGRAM WHICH MEETS THE EMPLOYEE'S DOCUMENTED MEDICAL RESTRICTIONS IS OFFERED TO EMPLOYEES WHENEVER POSSIBLE. AN APPROPRIATE

HEALTHCARE PROVIDER MUST DOCUMENT ALL MEDICAL RESTRICTIONS. TRANSITIONAL DUTY IS A TEMPORARY ASSIGNMENT FOR LESS THAN 3 MONTHS EXCEPT IN THE CASE WHEN MEDICAL CASE MANAGEMENT HAS RECOMMENDED THAT TRANSITIONAL DUTY BE CONTINUED. TRANSITIONAL DUTY IS NOT AVAILABLE TO EMPLOYEES WHO HAVE REACHED MAXIMUM MEDICAL IMPROVEMENT OR FOR WHOM REASONABLE ASSURANCE HAS BEEN RECEIVED FROM AN APPROPRIATE HEALTHCARE PROVIDER THAT THE EMPLOYEE WILL NOT BE ABLE TO RETURN TO HIS/HER CURRENT POSITION. TRANSITIONAL DUTY WILL BE COORDINATED AND MONITORED BY THE INTEGRATED DISABILITY MANAGEMENT PROGRAM IN COOPERATION WITH SITE-BASED ADMINISTRATION.

- i. AN EMPLOYEE MAY NOT USE SICK LEAVE TO POSTPONE A DISABILITY RETIREMENT CONSISTENT WITH THE REQUIREMENTS OF SICK LEAVE BANK OUTLINED IN THE MASTER AGREEMENTS. SICK LEAVE BENEFITS WILL TERMINATE IF CONDITIONS ARE MET FOR APPROVAL OF DISABILITY RETIREMENT AND A PHYSICIAN HAS GIVEN REASONABLE ASSURANCE THAT THE EMPLOYEE WILL NOT BE ABLE TO RETURN TO HIS/HER CURRENT POSITION.
- j. AN EMPLOYEE WHO HAS RECEIVED APPROVAL FOR A MEDICAL RETIREMENT FROM THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM, OR BEEN APPROVED FOR DISABILITY BENEFITS BY THE SOCIAL SECURITY ADMINISTRATION OR OTHER DISABILITY PLAN WILL HAVE SICK LEAVE BENEFITS TERMINATED CONSISTENT WITH THE FOLLOWING SICK LEAVE BANK PROCEDURES:

IF THE DECISION OF THE MEDICAL REVIEW BOARD IS RECEIVED BY THE BCPS RETIREMENT COORDINATOR FROM THE FIRST THROUGH THE 20TH OF THE MONTH, SICK LEAVE WILL TERMINATE ON THE LAST DAY OF THAT MONTH.

IF THE DECISION OF THE MEDICAL REVIEW BOARD IS RECEIVED BY THE BCPS RETIREMENT COORDINATOR FROM THE 21ST THROUGH THE LAST DAY OF THE MONTH, SICK LEAVE WILL TERMINATE ON THE LAST DAY OF THE FOLLOWING MONTH.

PROCEDURES TO SEPARATE THE EMPLOYEE FROM THE BOARD OF EDUCATION WILL BE CARRIED OUT BY THE DEPARTMENT OF HUMAN RESOURCES AND WILL BE INITIATED ON THE DATE BENEFITS ARE TERMINATED.

AN EMPLOYEE WHO HAS RECEIVED APPROVAL FOR MEDICAL RETIREMENT FROM THE COUNTY RETIREMENT SYSTEM WILL HAVE SICK LEAVE BENEFITS TERMINATED CONSISTENT WITH THE DETERMINED EFFECTIVE DATE.

PROCEDURES TO SEPARATE THE EMPLOYEE FROM THE BOARD OF EDUCATION WILL BE CARRIED OUT BY THE DEPARTMENT OF HUMAN RESOURCES AND WILL BE INITIATED ON THE DATE BENEFITS ARE TERMINATED

- k. EMPLOYEES WHO ARE IN THE INTEGRATED DISABILITY MANAGEMENT PROGRAM OR WHO ARE USING SICK LEAVE BANK AT THE END OF THE SCHOOL YEAR WILL BE SENT A LETTER CONCERNING THEIR INTENTION TO RETURN FOR THE UPCOMING SCHOOL YEAR. INTEGRATED DISABILITY MANAGEMENT PERSONNEL WILL SEND THE LETTER.
- l. THE PROCEDURES FOR THE MANAGEMENT OF SICK LEAVE USAGE CARRIED OUT BY THE INTEGRATED DISABILITY MANAGEMENT PROGRAM WILL BE INCORPORATED INTO TRAINING PROGRAMS FOR ADMINISTRATIVE, SUPERVISORY AND OTHER APPROPRIATE PERSONNEL.
- m. CONSISTENT WITH SICK LEAVE BANK PROCEDURES, IN NO CASE WILL THE GRANTING OF SICK LEAVE BENEFITS CAUSE AN EMPLOYEE TO RECEIVE MORE THAN HIS OR HER ANNUAL SALARY.
- n. When an employee is granted a leave of absence requiring Board action, the accumulated sick leave days are held in abeyance until he/she returns to duty. Upon return to duty, the employee will be granted sick leave days according to the policies in effect but will not lose his/her earned length of service for accumulation purposes. THE BOARD OF EDUCATION RESERVES THE RIGHT TO DESIGNATE PAID AND UNPAID LEAVES WHICH MEET THE REQUIREMENTS OF THE FAMILY MEDICAL LEAVE ACT (FMLA) AS FMLA LEAVE AND WILL BE APPLIED TO THE 12 WEEKS OF FMLA LEAVE FOR ELIGIBLE EMPLOYEES WITHIN A ONE-YEAR PERIOD. THE DESIGNATION OF FMLA LEAVE WILL BE THE RESPONSIBILITY OF DEPARTMENT OF HUMAN RESOURCES.
- o. IN THE EVENT THAT AN EMPLOYEE DOES NOT HAVE ACCRUED SICK LEAVE, APPLICATION SHALL BE MADE TO THE DEPARTMENT OF HUMAN RESOURCES FOR AN APPROPRIATE LEAVE OF ABSENCE. AN EMPLOYEE WHO HAS EXHAUSTED 10 CONSECUTIVE DAYS BEYOND ACCRUED PAID LEAVE TIME IS CONSIDERED TO HAVE NO EMPLOYMENT STATUS UNLESS HE/SHE HAS APPLIED FOR APPROPRIATE LEAVE AND HAS BEEN GRANTED SUCH LEAVE. (Refer to Rule 4152 Professional)

p. {Cumulative Sick Leave

- (1) A full-time employee, during the first fiscal year, accrues sick leave at the rate of twelve (12) days per year.
- (2) A full-time employee, after the first fiscal year, accrues sick leave at the rate of eighteen (18) days per year.
- (3) Employees who have been in duty status for less than twelve (12) months shall have their sick leave prorated.
- (4) A new employee or a rehire (for exceptions, see Rule “Compensation: Hires and Rehires”) must be on duty at least five (5) qualifying months during a fiscal year to be eligible to accrue sick leave at the rate of eighteen (18) days per year the following year.
- (5) A regular part-time or ten (10) month employee shall accrue sick leave in proportion to the time worked.
- (6) All unused sick leave is cumulative.

General Procedure

- q. Each fiscal year, an employee is eligible to use anticipated sick leave days for that year, following the time he/she completes one (1) duty day. Employees are liable for all advanced sick leave.
- r. The use of anticipated sick leave for the current year will be retroactive, once the employee completes one (1) duty day.
- s. An employee must be in pay status six (6) days in a pay period to accrue sick leave benefits for that period.
- t. An employee using vacation days or current and/or accumulated sick leave days earns additional sick leave days as described herein.]
- u. An employee, who on termination of service with the Board of Education, is indebted to the Board for advanced sick leave shall have the amount of such indebtedness deducted from his/her earned salary. An employee must reimburse the Board for any amount of indebtedness for advanced sick leave not covered by any monies due him/her.
- v. An employee on less than a twelve (12) month schedule, who is employed for additional periods of duty on a temporary basis, is not permitted to use sick leave

- during these periods. An employee does not accrue sick leave during these periods.
- w. An employee on leave of absence requiring Board action does not accrue sick leave time.
 - x. Salary consideration beyond cumulative sick leave will be given only in those cases of serious and continuous illness which makes it impossible for the employee to be on the job. Each case will be considered individually by the Board of Education after the appropriate assistant/associate superintendent has made an inquiry to determine the employee's financial need, the caliber of work, and the recency of any past special salary consideration.
 - y. When an employee is granted an extended formal sick leave of absence, the accumulated sick leave days may either be utilized prior to the granting of this leave or may be retained for future use after the employee has returned to duty.
 - z. An employee who becomes seriously ill while on vacation may have the vacation extended or take vacation at a later date. A serious illness is one that is incapacitating. This illness must be confirmed by the attending physician. }
REMOVE ENTIRE BRACKETED AREA

REFER TO APPROPRIATE MASTER AGREEMENT FOR INFORMATION ON CUMULATIVE SICK LEAVE AND GENERAL PROCEDURES

3. Family Illness

An employee is required to submit, to the appropriate administrator, {a letter stating the exact relationship of the ill relative} THE APPROPRIATE FORM OR LETTER, STATING THE EXACT RELATIONSHIP OF THE ILL RELATIVE, THE NATURE OF THE ILLNESS, AND THE NECESSITY FOR ASSISTING THE ILL MEMBER OF THE FAMILY. IF IT IS KNOWN THAT THE EMPLOYEE WILL BE ABSENT FOR TEN (10) OR MORE DAYS THE EMPLOYEE WILL BE DIRECTED TO COMPLETE AN APPLICATION FOR LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993 AND SUBMIT IT TO THE DEPARTMENT OF HUMAN RESOURCES.

4. Bereavement

An employee is required to submit, to the appropriate administrator, a letter stating the relationship, the date of death, the date of the funeral, and the dates of absence. This explanation will be forwarded with the payroll report.

5. Legal Commitments and Transactions

An employee is required to submit, to the appropriate administrator, a letter explaining the reason for the summons of the court. This explanation will be forwarded with the payroll report.

6. Religious Observance

An employee is required to submit one (1) week in advance, to the appropriate administrator, a letter stating his/her intent to be absent on a duty day to observe a religious holiday. This explanation will be forwarded with the payroll report.

7. Urgent Personal Business

When any one day of this leave is used during any year, an employee may use the day by submitting twenty-four (24) hours in advance to the appropriate administrator a letter or card stating the reason or indicating the request is for "urgent personal business." The appropriate administrator may make exception to the twenty-four (24) hour requirement in case of a demonstrated need. The use of the reason "urgent personal business" leave may, at the employee's discretion, occur on the first, second or third occasion of the use of personal business leave. To qualify for the use of the other two (2) days of such leave, the employee must state the reason for such leave in advance to the appropriate administrator.

Each supervisory/technical (Unit III) employee shall be entitled to up to three (3) days per year for urgent personal business leave. A written request for the intended absence shall be submitted to the principal (or other appropriate administrator) at least twenty-four (24) hours prior to the expected absence. No specific reason for such leave shall be required or solicited for the first two (2) days. Urgent personal business leave, if granted, must be used only to conduct personal business of any nature that cannot be scheduled on any non-duty day. The approval of the appropriate assistant/associate superintendent shall be required for the third day. Urgent personal business leave may not be used on consecutive duty days except with permission of the principal (or other appropriate administrator).]

Also see Master Agreement between Council 67/Local 434 of AFSCME, AFL-CIO and the Board of Education and Master Agreement between BACE/TABCO and the Board of Education.

Rules

approved: 8/29/68

revised: 9/8/77

revised: 7/1/82

revised: 7/1/03

Superintendent of Schools