

PERSONNEL: Professional

Absences, Leaves, Vacations and Holidays: Definitions

1. Appropriate Administrator: the professional employee to whom the individual reports.
2. Calendar Days: all the days of the year, month or pay period.
3. Close Relatives: grandmother-in-law, grandfather-in-law, brother-in-law*, sister-in-law*, uncle by blood or marriage, aunt by blood or marriage, nephew or niece by blood or marriage, or first cousin.
4. Duty Days: the days an employee is scheduled to work.
5. Fiscal Year: July 1 to June 30.
6. Leave Accounting Year: commences with the beginning of the first full pay period in the fiscal year.
7. Formal Leave: leave requiring approval of the Board of Education.
8. Immediate Family: father, mother, brother, sister, husband, wife, son, daughter, grandmother and grandfather by blood (no marriage), grandson, granddaughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, legal dependent of the employee, a person residing as a member of the household where the employee is making his home, or any other person so interpreted by the Board of Education.
9. Non-Duty Days: the days an employee is not scheduled to work; normally, weekends, holidays, etc.
10. Sick Leave: days not on duty because of personal illness or illness in immediate family.
11. Date of Hire: the most recent date for which an employee was hired and is expected to report for duty (synonymous with Date Hired, Hire Date, Date of Employment, First Scheduled Duty Day, Goes on Payroll, etc.).

* Classified as immediate family on for purposes of bereavement leave

Rule
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Superintendent of Schools