

PERSONNEL: Professional

Absences, Leaves, Vacations and Holidays: Types and Regulations

1. Types of Absences and Leaves

Academic	Sick (Personal Illness)
Bereavement	Unusual or Imperative
Extended	Urgent Personal Business
Family Illness	Special Religious Observance
Child Rearing	Intervisitation
Military	Court Related
Sabbatical	Personal Leave

The following leaves of absence (with the possible exception of sick leave) may be short-term periods, and the durations are normally indicated at the time leaves are started:

Bereavement	Special Religious Observance
Family Illness	Intervisitation
Sick	Court Related
Urgent Personal Business	Military

2. Regulations

- a. If an employee is entitled to paid leave for these kinds of absences, he/she should notify the Superintendent’s designee, at the time of application, of the date of his/her anticipated return, and should remain in contact with the Superintendent’s designee concerning his/her return.
- b. If an employee is not entitled to paid leave and the anticipated absence is of three (3) months duration or less, the employee should request of the superintendent or his/her designee leave without pay, and at that time indicate the date of anticipated return to active pay status. An employee on such leave shall give at least one (1) week’s notice if he/she desires to return to active service in the present school year.
- c. In the case of long-term paid absence due to illness, the teacher should notify the Department of Personnel at least three (3) weeks in advance of his/her intent to return to active duty in the present school year.

- d. In the event that the teacher does not have accrued sick leave, application to the Board of Education should be made for “extended leave of absence” and the teacher should notify the Department of Personnel at least three (3) weeks in advance of his/her interest in returning to duty in the present school year.
- e. An employee on leave of more than three (3) months shall indicate at least three (3) weeks in advance of his/her desire to return.
- f. An employee who has exhausted ten (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 or an extension thereof by the appropriate administrator.
  - (1) In cases of the use of non-paid sick leave of ten (10) duty days or less, the principal and/or appropriate administrator is empowered to grant such a leave.
  - (2) For all other leaves or extensions, application must be made to the appropriate area superintendent.
- g. In the event the employee does not contact the Board of Education, by letter, of his/her intent to return on the specified date the leave shall terminate, his/her resignation will be accepted as automatic, and he/she will be so notified.
- h. A teacher holding a provisional certificate who is granted a leave of absence is not assured reassignment at the termination of the leave unless or until such time as this teacher qualifies for a regular certificate.
- i. Premiums for hospitalization and life insurances which were paid by the Board of Education of Baltimore County during a leave of absence will be deducted from the employee’s salary upon return, retroactive to the date of the last paycheck.

Also see Master Agreement between the Teachers' Association of Baltimore County and the Board of Education.

Rule

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Superintendent of Schools