

## STAFF LEAVES AND ABSENCES REGULATIONS

### **Earning Leave**

Licensed employees and administrators are advanced leave at the beginning of the contract year. Support employees accrue leave on a monthly basis. Details of the leave accrual rates are available in the Paid Leave Quick Reference Guide (attached) and on the ACPS Human Resources website.

### **Leave Usage**

Licensed employees and administrators may use leave in half day or full day increments. Support employees may use leave in quarter-hour, half day or full day increments.

### **Leave Types**

#### **Annual Leave**

Twelve-month contracted employees earn 10 to 24 days of annual leave each fiscal year depending on the employee group and years of service. Employees must request annual leave in advance and authorization must be given before annual leave can be taken. Support employees may carry up to 45 days of annual leave from one fiscal year to the next. Administrators' annual leave may be accumulated from one year to the next without limitation; however, a maximum of 45 days of annual leave will be paid out at termination.

#### **Personal Leave**

Contracted employees are advanced 4 days of personal leave at the beginning of the fiscal/school year. Employees may use personal leave for personal matters with advance approval of principal or supervisor, except in cases of emergency or circumstances which do not allow prior notice. Generally, personal leave may not be taken on days immediately before or after a holiday, winter or spring break, or at the beginning or end of the school year. Licensed and support employee groups may have a maximum balance of 8 personal days. Personal leave in excess of 4 days at the end of the fiscal year shall be converted to sick leave. For administrators, excess personal leave above 4 days will be converted into annual leave.

#### **Sick Leave**

Sick leave is provided to all contracted employees. Employees earn 11 to 14 days of sick leave per fiscal year. There is no cap on the number of sick leave days an employee may accumulate. New employees may transfer up to 90 days of sick leave from other Virginia school divisions into ACPS.

Sick leave may be used for personal illness, medical appointments, or for the illness or death of a member of the employee's immediate family. Generally, medical provider's documentation may be requested by the supervisor in cases of absences of 3 or more consecutive work days.

However, in cases of disciplinary actions, documentation for absences will be stipulated on a case by case basis.

While on sick leave, employees may be eligible for Family and Medical Leave (FMLA). Employees who are on sick leave longer than 5 consecutive work days must contact the Human Resources Department for FMLA coordination. An employee's job is protected when absent from work for an approved FMLA leave. Employees continue to pay the same contributions for health insurance and are returned to the same or equivalent position held prior to leave. Employees who have worked at least 12 months and completed 1,250 worked hours may be eligible for Family and Medical Leave for up to 12 weeks. Family and medical leave may be granted for newborn, newly adopted or foster children; for caring for family members with serious health problems; or for recovering from a personal serious health condition. See policy GCBE for more details.

For the purposes of the use of sick leave, a member of the immediate family includes spouses, children (biological, step, foster, adopted), step/parents, siblings, grandparents, parents-, children- and siblings-in-law, and a person for whom there is legal guardianship and/or medical power of attorney.

Advanced sick leave may be granted to licensed employees only, to a maximum of one year's accrual (11 days for 10 month licensed employees) on a case by case basis. Leave may not be advanced for two consecutive years.

### **Bereavement Leave**

In the event of the death of a member of the employee's immediate family, bereavement leave may be granted for up to three work days after all accrued leave has been exhausted. For the purposes of the use of bereavement leave, a member of the immediate family includes spouses, children (biological, step, foster, adopted), step/parents, siblings, grandparents, and parents-, children- and siblings-in-law. The leave must be taken between the date of death and day following the funeral, all inclusive, provided that the employee submits valid proof of death and relationship upon request.

### **Short and Long Term Disability**

A short term disability period may run concurrently with an FMLA period. If approved by the insurer, employees may be eligible for short term disability for up to 60% of salary upon exhaustion of all accrued leave. Upon exhaustion of the short term disability period of 60 work days, employees may be transitioned to long term disability benefits and will continue to be paid at 60% of salary.

### **Workers' Compensation Leave**

An employee who is absent due to an approved workers' compensation claim may receive salary continuation for a maximum of 60 calendar days. Family Medical Leave (FMLA) and/or Health Leave may be run concurrent with workers' compensation leave.

Employees must complete and submit the workers' compensation Notice of Injury, Physician Selection, and Medical Records forms to Human Resources within 2 business days of the incident. Forms are available on the ACPS Human Resources website.

### **Leave For Religious Observation**

Alexandria City Public Schools provides reasonable accommodations for sincerely held religious beliefs, practices, and affiliations unless doing so would impose an undue hardship. While listed as a type of "leave," this is not a separate leave category. An employee who seeks leave as a religious accommodation should submit a request to his/her immediate supervisor at least 15 days in advance of when he or she is requesting the leave. The supervisor shall approve the request provided that granting it does not have a severe impact on program operations, and the employee has not already been granted three days of religious leave during the fiscal year. Employees shall be granted up to three days in a fiscal year for religious observance without charge to leave. These three days shall be made up at a time mutually agreed upon by the employee and the supervisor. If an employee requests personal leave, annual leave, or leave without pay for these three days, the employee will not be required to make up any time. Any additional days beyond the three days will be charged as personal leave, annual leave, or leave without pay.

### **Other Leaves**

The appropriate documentation must be submitted to the Department of Human Resources for the following leave types:

#### **Donated Sick Leave**

In specific circumstances, and as approved by the Department of Human Resources, an ACPS employee may donate his/her sick leave to another employee. The Human Resources Department will review all sick leave donation requests and authorize solicitation of sick leave donations through program managers or principals. Details regarding voluntary sick leave donation are available on the ACPS Human Resources website.

#### **Jury/Court Duty and Other Civic Leave**

Employees shall be granted time off from work with pay to perform civic responsibilities such as jury duty or court room appearances (excluding personal matters). A copy of the court order must be submitted to Human Resources.

#### **Military Leave, Reserve Training Leave**

Military leave is available to employees who are called to military service and to members of the National Guard or an organized military reserve of the United States. The Human Resources Department will review requests and grant military/reserve training leave in compliance with State and Federal law. See policy GCBEB for more details.

### **Professional Leave**

Professional leave is available for attendance at professional activities, workshops, conferences, meetings and courses which are devoted to the improvement of professional skills or which are directly related to the employee's work. Professional leave must be approved in advance by the employee's direct supervisor. The amount of professional leave available each year is determined by the Superintendent.

### **Registered Employee Organization Leave**

The registered employee organization may be granted a maximum of one hundred fifty (150) school days per year for members to carry out organization business. Employee leave requests must be approved by the supervisor, and the Leave for Registered Employee Organizations form must be forwarded to Human Resources.

### **Study Leave, Long Term Child Care Leave, Health Leave, Foreign Teaching Leave, Elected Office Leave**

An extended leave of absence may be granted for professional full-time study or personal family responsibility such as Child Care Leave, Health Leave, Foreign Teaching Leave, Public Service, Study Leave, and Elected Office Leave. Employees may request these leave types by submitting a Long Term Leave Request form to the Human Resources Department. Leave terms are as follows:

- Elected office leave – unpaid up to 1 year
- Foreign teaching/public service leave – unpaid up to 2 years for employees who have achieved continuing contract status
- Health leave – paid and unpaid up to 1 ½ years
- Long term child care leave – unpaid up to 3 years
- Study leave - unpaid leave up to 2 years for employees who have achieved continuing contract status
- Undesignated leave of absence – unpaid up to 1 year for employees who have achieved continuing contract status

Employees on long term leave must notify Human Resources no later than March 15 of their intent for the following school year.

Employees who return from approved long term leave are guaranteed a position for which they are certified and qualified, provided such a position is available.

### **Leave Payout**

Employees may be eligible for a leave payout at resignation or retirement. Details of the leave payout are available on the ACPS Human Resources website.

Established: January 13, 2005  
Revised: June 23, 2016  
Revised: February 8, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78

Cross Refs.: GCBD Staff Leaves and Absences  
GCBE Family and Medical Leave  
GCBEA Leave without Pay  
GCBEB Military Leave and Benefits  
GCQA Non-school Employment by Staff Members



## Leave of Absence Request Form

Complete and submit this form to the Human Resources Department to request a long term leave of absence. With the exception of Long Term Child Care Leave, only employees who have achieved continuing contract or equivalent status are eligible to request Long Term Leave.

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**I am requesting the selected long term leave of absence for the period from \_\_\_\_\_ to \_\_\_\_\_**

\_\_\_\_\_ Elected Office Leave, 1 year. I am requesting leave to seek and, if elected, serve in an elected public service/governmental position. I acknowledge that with the exception of this elected office position, I may not seek employment elsewhere without prior approval from ACPS.

\_\_\_\_\_ Foreign Teaching Leave, maximum 2 years. I am requesting leave to serve as a teacher at a foreign K-12 education institute. I have attached/will attach a copy of my signed contract.

\_\_\_\_\_ Health Leave, maximum 1 ½ years. I am requesting Health Leave due to my own or an eligible family member's health condition.

\_\_\_\_\_ Long Term Child Care Leave, maximum 36 months. I acknowledge that employees on Long Term Child Care Leave may not perform their regular duties for ACPS, and may not seek employment elsewhere without prior School Board approval.

\_\_\_\_\_ Public Service Leave, maximum 2 years. I am requesting leave to perform in a voluntary public service position. I acknowledge that with the exception of this public service position, I may not seek employment elsewhere without prior School Board approval. Each year of Public Service Leave will count as one year of additional experience for salary purposes.

\_\_\_\_\_ Study Leave, maximum 2 years. I am requesting leave to pursue a full time course of study at an accredited institution. I have attached/will attach a copy of my enrollment documentation. I acknowledge that with the exception of any requirements of my coursework, I may not seek employment elsewhere without prior ACPS approval.

\_\_\_\_\_ Undesignated Leave of Absence, 1 year. I acknowledge that while on Leave of Absence I may not perform my regular duties for ACPS, and may not seek employment elsewhere without prior approval from ACPS.

**Employees who return from unpaid long term leave may be eligible for a position for which they are certified and qualified. Employees must notify Human Resources no later than March 15 of each year of their intention for the following school year.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal/Program Manager Signature**

\_\_\_\_\_  
**Date**



Alexandria City Public Schools

## LEAVE ACCRUAL

### Administrators (12 months)

- Personal – 4 days advanced
- Sick – 14 days advanced
- Annual – 18 days advanced

Sick leave, annual leave, and personal leave are advanced on the 2<sup>nd</sup> pay of July each year.

### Administrators (11 months)

- Personal – 4 days advanced
- Sick – 12.5 days advanced

Sick leave and personal leave are advanced on the 2<sup>nd</sup> pay of August each year.

Notes, For Administrators, personal leave in excess of 4 days at June 30 of each year shall be converted to annual leave and will be carried forward to each year without limitation. There is no accrual limit on sick or annual leave.

### Teachers (10 months)

- Personal – 4 days advanced
- Sick – 11 days advanced

Sick leave and personal leave are advanced on the 2<sup>nd</sup> pay of September each year.

### Teachers (11 months)

- Personal – 4 days advanced
- Sick – 12 days per year advanced

Sick leave and personal leave are advanced on the 2<sup>nd</sup> pay of August each year.

### Teachers (12 Months)

- Personal – 4 days advanced
- Sick – 13 days advanced
- Annual – 12 days advanced

### Paraprofessional (10 months)

- Personal – 4 days (4 x hrs per day)
- Sick Leave – 1<sup>st</sup> year - 6.8 hours per month; 2<sup>nd</sup> year - 74.8 hours advanced (11 days)

Sick leave and personal leave are advanced on the 2<sup>nd</sup> pay of August each year.

### Security Monitors (10months)

- Personal – 28 hours advanced
- Sick – 7.7 hours per month

### Admin Support (10 month)

- Personal – 4 days advanced
- Sick – 7 hour employees – 7.7 per month worked 8 hour employees – 8.8 per month worked

### Admin Support (11 month)

- Personal – 4 days advanced
- Sick – 7 hours employees – 7.95 hours per month worked 8 hour employees – 9.09 hours per month worked.

### Admin Support (12 months)

- Personal – 4 days advanced
- Sick – 7 hour employees -8.17 hours per month worked; 8 hour employees – 9.33 hours per month worked
- Annual – 7 hour employees – 7 hours per month worked; 8 hour employees – 8 hours per month worked

### Educational Facilities Supervisors and Food Service Managers (12 months)

- Personal – None
- Sick – 10 hours per each month worked. Earned Annual – 7.5 hours per month

### Food Service Managers (10 months)

- Personal – 32 hours per year advanced
- Sick – 8 hour employees – 8.8 hours per month worked; 7 hour employees – 7.7 hours per month worked; 6 hour employees – 6.6 hours per month worked

### Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (10 month)

- Personal – 4 days (4 x hours per day)
- Sick – 8.8 hours earned each month

### Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (12 months)

- Personal – None
- Sick – 1.25 days (10 hours) per month of employment
- Annual – One day per month plus bonus days

Notes, for teachers and support employees, personal leave in excess of 8 days at June 30 of each year shall be converted to sick leave and will be carried forward to each year without limitation. Annual leave in excess of 45 days at June 30 of each year will be forfeited.