

PROFESSIONAL STAFF LEAVE

Professional staff members shall receive eleven (11) days of leave per school year cumulative to a maximum of one hundred eighty (180) days. Leave days in excess of one hundred eighty (180) days shall be compensated to the employee at the end of each school year at the rate of thirty-four dollars (\$34) per day. Employees with more than one hundred eighty (180) accumulated days as of June 30, 2004, will not lose or be paid thirty-four dollars (\$34) per day for those days in excess of one hundred eighty (180), but will be paid for unused leave days each subsequent year if their accumulated leave balance does not fall below one hundred eighty (180) days. Should an employee's leave balance fall below one hundred eighty (180) days, subsequent unused days may accumulate only to one hundred eighty (180).

Except in cases where a staff member is dismissed for cause, a certificated employee shall be compensated for unused accumulated leave at the rate of thirty-four dollars (\$34) per day if the employee terminates employment after a minimum of fifteen (15) years service in the District or the employee officially retires according to Arizona Retirement Law prior to age sixty-five (65) with fewer than fifteen (15) years service. The estate of an employee who deceases while under contract shall be paid thirty-four dollars (\$34) per accumulated leave day.

Notice of intent to retire or resign must be made by March 15 of the year prior in order for the amount to be properly budgeted. Notice of intent to retire or resign does not obligate the employee to retire/resign the following year. Failure to report by March 15 of the intent to retire or resign will result in forfeiture of the cumulative leave payoff unless otherwise agreed to by the Superintendent. Employees must notify the Superintendent of their decision to retire no later than March 15 of the year of retirement.

The Board shall furnish each staff member with a written statement of Accumulated Leave by October 1 each year or as soon thereafter as possible or until such time as leave balances are reported on payroll warrant receipts.

Any staff member who does not serve a full school year shall have leave days prorated at the rate of one (1) day per month.

How Leave May Be Used

Leave may be used for personal or family illness, personal or family injury, quarantine, childbirth, personal business, or family matters.

Leave for Personal Illness, Family Illness, Injury, Childbirth, or Quarantine

Illness is defined as a temporary physical condition that would keep the employee from performing their duties. Family, for purposes of family illness, shall include anyone in your home for whom you share responsibility, or:

Spouse	Grandchildren
Children	Parents of spouse
Parents	Brothers or sisters of spouse

Brothers or sisters	Sons-in-law or daughters-in-law
Aunts or uncles	Nieces or nephews
Grandparents	

Anticipated long-term use of leave for illness, injury, or childbirth will be reported to the District in a manner consistent with the Family and Medical Leave Act (FMLA).

An employee taking leave for maternity purposes under FMLA and voluntarily uses accumulated leave and whose accumulated leave runs out shall be entitled to extended accumulated leave of up to thirty-five (35) days for continuing teachers and twenty (20) days for noncontinuing teachers, but cannot extend the leave beyond the twelve (12) weeks allowable under FMLA. The staff member will be paid the difference between their salary and sixty-five dollars (\$65) per day.

The District may, at District expense, require the employee to submit to medical or psychiatric examination by a medical physician or psychiatrist selected by the District to determine (1) whether or not the continued use of leave for illness or injury is appropriate or (2) whether return to work is appropriate.

Reporting Off Work

Except for in an emergency, a staff member using leave shall file a Leave Request in advance of the leave and report off using the District's substitute management system. Failure to report off will result in salary dock of one (1) day for each day not reported off.

Any employee who can be shown to have willfully violated or misused the District's leave policy or misrepresented any statement or condition will be subject to discipline, which may include but is not limited to reprimand, suspension and/or dismissal.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-502

CROSS REF.: EBBB-RB - Accident Reports