

	<b>Huron School District #2-2</b>	Code: GCBD-9(N) Professional Staff Leaves and Absences (Short Term Leave)
	Policies and Regulations	

### **Professional Staff Leaves and Absences (Short Term Leave)**

Certified staff members may acquire short term leave by working activities; application form is attached.

Certified staff members who are employed for at least 75% of a full-time contract shall be granted five (5) days short term leave. The first two days will be with no deduction in pay; the third and fourth days will be with substitute pay deduction, and the fifth day will be a substitute deduction of 125% of daily sub rate.

Certified staff members who are employed on a 50% to 74% contract shall be granted two (2) days short term leave. The first day will be with no deduction in pay; the second day will be with substitute pay deduction.

Certified staff members who are employed on less than a 50% contract will not be eligible for short term leave.

Beginning with the 2014-15 school year, certified staff members will carry over - for one year - either or both of the two short-term leave days that have not been used. Carry-over days must be used in the following school year. Any certified staff member who has not used the two days of his/her short term leave by the end of the following school year will be reimbursed for these days up to the amount paid for a full-day substitute. An employee leaving the district will be paid for his/her unused short-term leave days at the conclusion of his/her final year of employment.

#### **Procedures for Leave Requests:**

The certified staff member shall submit his/her request for leave on a leave application form to the building principal's office for principal and superintendent approval at least five (5) working days in advance of the anticipated absence. A copy of the leave form shall be filed with the building principal or immediate supervisor. In cases of an emergency, the staff member shall make application as far in advance of the anticipated absence as is possible.

Leave granted under this policy shall be subject to staffing requirements and shall not, except for extenuating circumstances to be determined by the administration, be granted during the first ten (10) school days or last five (5) school days of the school year, nor the first or last week of the period of the individual's employment, nor on the first working day preceding or following Christmas vacation, nor conference days, nor on any day in the opinion of the administration when the educational process would be unnecessarily disrupted. Short term leave may be granted prior to and following other vacations and holidays provided that no more than 10% of the staff of any building may be excused and that no more than one day short term leave may be used by any individual in conjunction with a vacation or holiday period.

An applicant for leave under this policy need not state the reasons for which the leave is sought.

Under rare circumstances, the superintendent of schools may grant additional days leave at full pay deduction.