

SICK LEAVE

1. Eligibility

The following employees can earn sick leave:

- a. A full-time employee.
- b. A non-exempt part-time employee who works 50% or more of a full-time contract period except substitute employees and seasonal coaches.

2. Accumulation of Sick Leave

Sick leave shall be credited in the following manner:

- a. A full-time employee shall earn leave at the rate of one day for each month of contracted employment.
- b. A non-exempt part-time employee who works 50% or more of a full-time contract earns sick leave in proportion to the length of the contract day.
- c. Sick leave may be accumulated without limit. The following schedule is used to compute sick leave accumulations for the initial calendar month in which the employee is appointed:
 - I. Annual sick leave will be front loaded at the beginning of each contract period for all eligible employees. Employees leaving before the end of their contract and having taken sick leave not earned will have an equivalent rate deducted from their separation pay.
 - II. A full-time employee hired on or before the 10th of the month, one sick leave day is earned.
 - III. A full-time employee hired between the 11th through the 20th of the day, one-half day is earned.
 - IV. A full-time employee hired on or after the 21st of the month, no sick leave day is earned.
 - V. An eligible non-exempt part-time employee proportionally follows this computation.
- d. A full-time less than 12-month employee who fulfills all the obligations of his or her contract earns one sick leave day in June.

3. Proof of Illness

As the director is responsible for overseeing sick leave privileges, the director or designee may require a certificate from a physician at any time.

A physician's certificate is required in every case of absence of three (3) or more consecutive days. This certificate shall state the kind and nature of the illness or injury and that the employee has been incapacitated from work for the period of absence. When such proof of illness is required and not presented, the absence may be considered leave without pay.

Following six (6) weeks of sick leave, the employee shall submit additional certification from his/her physician that his/her physical condition requires further absence. Medical certification may be required under the Family and Medical Leave Act (FMLA) for any sick leave determined to be FMLA leave.

4. Reinstatement of Sick Leave Credit

- A. If an employee is on an approved leave of absence without pay for ten (10) or more working days in any calendar month, sick leave is not accrued for that month and will be deducted from the subsequent year's annual accrual advancement totals. Upon return to work from an approved leave without pay, the employee is entitled to resume normal accruals.
- B. If an employee is re-employed after separation of less than three (3) years, previously earned sick leave credits shall be reinstated provided the employee did not receive a pay out of 'sick leave hours' at the time of termination.

5. Donation of Sick Leave

A. Generally

- a. Maggie L. Walker Governor's School (MLWGS) shall maintain a practice for full-time MLWGS employees who have a prolonged, catastrophic, or long-term illness or injury and who have exhausted his or her own sick and personal (UPB) leave to receive donations of sick leave from other full-time employees. Sick leave shall not be donated for family care.

B. Eligibility

- a. Full-time employees with five (5) years of consecutive service in need of sick leave donation shall make their need known to the director or designee in writing. Such written notification shall include written certification of need (pursuant to "A" above) by licensed medical personnel who is treating the employee.
- b. The director or designee shall certify via payroll accounting that the sick leave and personal leave balances of said employee have been exhausted.

C. Donation

- a. If a full-time employee requests and is found eligible for donations of sick leave, a written solicitation shall be sent to staff by the director or designee.

- b. Donations of sick leave to eligible full-time employees shall be voluntary, and donor names shall not be made public or known to the recipient.
- c. Donors of sick leave shall make their gift of leave in writing to the director or designee. Sick leave donation shall be made in amounts of “hours”. Any number of full hours may be donated.
- d. Eligible employees shall not receive leave donations under this regulation in excess of twenty (20) days in an academic calendar year.

6. Adoption

Accumulated sick leave (for maximum of 20 consecutive days) may be used for the purpose of an employee remaining at home with a newly adopted infant. Certification of adoption is required.

7. Illness in the Family

An employee may use up to ten (10) days of accumulated or anticipated sick leave per academic year for illness in the immediate family except in the case of a life-threatening or debilitating illness or injury. A physician’s certificate is required in every case of absence of three (3) or more consecutive days. The immediate family of an employee shall be regarded to include spouse, children, stepchildren, parents, stepparents, siblings, grandchildren, grandparents, step-grandparents, parents-in-law, daughters-in-law, sons-in-law, sisters-in-law, brothers-in-law, grandparents-in-law, aunts, uncles, nieces and nephews, and other relative, no matter how distant, living in the household of the employee.

8. Physician’s Certificate

The director or designee may request a medical certificate at any time. An employee exhibiting behaviors that indicate impairment may be required to go directly to the emergency room or primary care physician.

9. Transfer of Sick Leave

Accumulated sick leave earned by an employee in a state public institution will be accepted at full value upon presentation of acceptable proof of sick leave balance by an employee transferring to the school.

- a. Sick leave balance earned by an employee in a Virginia public institution will be accepted at full value up to 200 days.
- b. Sick leave balance earned by an employee in a state public institution outside of Virginia will be accepted at half value up to 200 days.

Accumulated sick leave will be transferred to other Virginia public institutions, if requested by the employee within three (3) years from the resignation date.

10. Selling Unused Sick Leave

Active employees with ten (10) or more years of consecutive * service, shall have the option of selling sick leave, accumulated over one hundred (100) days, back to Maggie L. Walker Governor's School with a maximum of fifty (50) days per year, at the ½ substitute rate.

11. Payments for Unused Sick Leave

An individual must have been an employee of Maggie L. Walker Governor's School for at least five (5) consecutive* years to be eligible for compensation of unused sick leave upon resignation, retirement, separation of employment for cause, or death. Further, the employee must be in good standing.

- A. Each employee shall receive as compensation for the first unused one hundred (100) days of sick leave, one half (1/2) of the daily compensation paid to a substitute teacher, based on the daily rate, during the year in which the employee resigns, retires, dies or is terminated.
- B. Beginning with the one hundred first (101st) unused sick day, the employee is eligible to receive the full daily compensation paid to a substitute teacher, based on the daily rate, during the year in which the employee resigns, retires, dies or is terminated.

*Consecutive is defined as no break in service; i.e., resignation, retirement, and/or separation of employment for cause.

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Pol No. 5065 Staff Leave and Absences

Pol No. 5070 Family and Medical Leave (FMLA)

MAGGIE L. WALKER GOVERNOR'S SCHOOL

Reg No. 5065-R2

Personal Leave

Reg No. 5065-R12

Leave of Absence without Pay

RPS Reg. 9.01.1

Sick Leave

CCPS 5000 File 5230

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