

**TITLE: PERSONAL LEAVE POLICY**

1. General. To protect employees from financial hardship in case of an unavoidable short-term absence from work, the state law and board policy provide you with paid sick leave. Regular full-time employees shall be awarded personal leave as authorized by West Virginia Code § 18A-4-10. Regular half-time employees shall be awarded personal leave at a rate equal to one-half the rate awarded to full-time employees. Two hundred-day contract employees will be awarded one-and-one-half days per month for a period of ten months. Employees with contracts in excess of 200 days shall be award one-and-one-half days of personal leave for each month beyond the 200-day contract that contains at least 11 contract days.
2. Notice. When an employee must take time off due to accident, sickness, death in the immediate family, or life threatening illness of spouse, parents or child, notice must be provided to the immediate supervisor within two hours of the start of the work day. If an employee becomes sick while at work and must leave, notice must be provided to the immediate supervisor.
3. Excessive Absences. Responsible use of sick leave/excused absence is important to the effective and efficient operation of the school system. When employees are absent, the ability of the District to provide high quality instruction to its students is often compromised. The District recognizes that illness is unavoidable and that there may be times when employees are unable to attend work. However, if an employee is frequently absent, the immediate supervisor may discuss such absenteeism with the employee and establish written guidelines for the use of sick leave that may contain verification and notice requirements that exceed what is required by this policy. The District expects employees to use the personal leave benefit with discretion.
4. Use Restrictions. Sick leave may not be taken in the middle of previously approved time off, including personal days or vacation leave. Sickness during vacation is not a legitimate expenditure of accrued sick leave. A physician's excuse is required for sick leave in excess of three consecutive workdays. A physician's excuse may be requested by the immediate supervisor at his or her discretion for reasons including patterns of sick leave taken unnecessarily by the employee or suspected abuse of the sick leave policy if you are absent for more than three consecutive workdays or if it is suspected that you have abused the sick leave policy. Sick leave is subject to verification by a home visit. Excessive absenteeism will be subject to disciplinary action in the form of a written warning, a suspension and/or termination.
5. Activities During Leave. Employees who take sick leave are expected to devote their full attention to recuperation and return to work at the earliest possible date. Alternative employment and recreational or sporting activities are generally prohibited while taking sick leave. Activities, independent of the illness or conditions for which sick leave is taken, that render an employee unavailable for work, are generally prohibited. Employees who undertake the following activities while on sick leave will be subject to disciplinary action:

5.1 Undertaking any other employment or self-employment activities.

5.2 Undertaking activities that may aggravate the condition for which the employee is taking sick leave or activities that are inconsistent with the reasons for being absent (e.g., performing heavy labor while off with a back injury).

5.3 Undertaking a vacation or out-of-town travel that is not required for medical reasons.

5.4 Changing residence to a location beyond commuting distance from the work site (unless a change in residence on a temporary basis is necessary to access specialized treatment that is not otherwise available).

5.5 Attending school or other training programs (except programs prescribed as rehabilitation for the injury or condition for which the employee is taking sick leave, approved in advance by the Superintendent).

5.6 Engaging in recreational or sporting activities outside the residence of the employee.

6. Application of Family Medical Leave Act. Sick leave days will be counted as Family Medical Leave Act leave when such leave qualifies under the Family Medical Leave Act. III.

#### 7. Bereavement Limitations

The employee may use personal leave accrued in the event of death in the immediate family under the following limitations:

1. Five days allowed in the following family cases spouse, mother, father, children, mother-in-law, father-in-law.
2. Two days allowed in the following family cases .brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, son-in-law, daughter-in-law.
3. One day allowed in the following cases .uncle, aunt, nephew, niece, cousin.
4. Leave for other relationships and/or extenuating circumstances are determined by appeal to the Superintendent.

8. Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**Legal Authority: West Virginia Code §18A-4-10**

**Board Adoption: July 21, 2014**