

## STAFF LEAVES AND ABSENCES REGULATIONS

All employee leaves and absences are subject to the following school division policy and regulations, including this regulation.

### Definitions for the purposes of this regulation

Licensed Employee - an employee whose position falls on the Licensed/Teacher Salary Scale as published by the Department of Human Resources.

Administrator - an employee whose position falls on the Administrator Salary Scale as published by the Department of Human Resources.

Accrued Leave - a benefit provided to the employee of set amounts of paid time off from work.

Contracted Employee - an employee whose position is not classified as casual and receives a salary notification each fiscal year.

Support Employee - an employee whose position falls on the Support Staff, Instructional Assistants, School Nutrition Services, Technology Services Support, or the Transportation Salary Scales as published by the Department of Human Resources.

### Accrued Leave

Licensed employees and administrators are advanced applicable sick, personal, and annual leave at the beginning of the contract year. Support employees accrue applicable sick and annual leave on a monthly basis, while personal leave is accrued at the beginning of the contract year. Details of the leave accrual rates are available in the Paid Leave Quick Reference Guide (attached) and on the Alexandria City Public Schools (ACPS) Department of 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.

**47 Personal Leave**

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49 Contracted employees are advanced 4 days of personal leave at the beginning of the fiscal/school  
50 year. Employees may use personal leave for personal matters with advance approval of principal  
51 or supervisor, except in cases of emergency or circumstances which do not allow prior notice.  
52 Generally, personal leave may not be taken on days immediately before or after a holiday, winter  
53 or spring break, or at the beginning or end of the school year. Licensed and support employee  
54 groups may have a maximum balance of 8 personal days. Personal leave in excess of 4 days at the  
55 end of the fiscal year is converted to sick leave. For administrators, excess personal leave above  
56 4 days will be converted into annual leave.

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**58 Sick Leave**

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

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65 Sick leave may be used for personal illness, medical appointments, or for the illness or death of a  
66 member of the employee's immediate family. Generally, medical provider's documentation may  
67 be requested by the supervisor in cases of absences of 3 or more consecutive work days. However,  
68 in cases of disciplinary actions, documentation for absences will be stipulated on a case by case  
69 basis.

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

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

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86 Licensed employees who have exhausted all of their leave may request an advance of the next  
87 fiscal year's sick leave accrual on a case by case basis. Leave may not be advanced for two  
88 consecutive years.

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93 **Leave Accrual**

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Employee Group	Personal Leave Accrual	Sick Leave Accrual	Annual Leave Accrual
Administrators (12 months)	4 days advanced	14 days advanced	18 days advanced
Administrators (11 months)	4 days advanced	12.5 days advanced	N/A
Licensed (10 months)	4 days advanced	11 days advanced	N/A
Licensed (11 months)	4 days advanced	12 days advanced	
Licensed (12 months)	4 days advanced	13 days advanced	12 days advanced
Instructional Assistant (10 months)	4 days (4 x hrs per day) advanced	1st yr - 6.8 hours per month  2nd yr - 74.8 hours advanced (11 days)	N/A
Security Monitors (10 months)	4 days (4 x hrs per day) advanced	7.7 hours per month	N/A
Admin Support (10 months)	4 days (4 x hrs per day) advanced	7 hour employees: 7.7 hours per month worked  8 hour employees: 8.8 hours per month worked	N/A

Admin Support (11 months)	4 days (4 x hrs per day) advanced	7 hour employees: 7.95 hours per month worked  8 hour employees: 9.09 hours per month worked	N/A
Admin Support (12 months)	4 days (4 x hrs per day) advanced	7 hour employees: 8.17 hours per month worked  8 hour employees: 9.33 hours per month worked	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)	N/A	10 hour per each month worked	7.5 hours per month worked
Food Service Managers (10 months)	32 hours per year advanced	6 hour employees: 6.6 hours per month worked  7 hour employees: 7.7 hours per month worked  8 hour employees: 8.8 hours per month worked	N/A

Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (10 months)	4 days (4 x hours per day) advanced	6 hour employees: 6.6 hours per month worked  7 hour employees: 7.7 hours per month worked  8 hour employees: 8.8 hours per month worked	N/A
Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (12 months)	N/A	1.25 days per month worked	1 day per month worked plus bonus days

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**Accrual Dates**

- 12 month employees - 2nd pay of July
- 11 month employees - 2nd pay of August
- 10 month employees - 2nd pay of September

For administrators (11 and 12 months), personal leave in excess of 4 days at June 30 of each year shall be converted to annual leave and carried forward to each year without limitation. There is no accrual limit on sick or annual leave.

For licensed and support employees (10, 11, and 12 months), personal leave in excess of 8 days shall be converted to sick leave and will be carried forward to each year without limitation.

For support employees (12 months), annual leave in excess of 45 days at June 30 of each year will be forfeited.

**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**

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

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### 129 **Workers' Compensation Leave**

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

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

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### 139 **Leave For Religious Observation**

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141 ACPS provides reasonable accommodations for sincerely held religious beliefs, practices, and  
142 affiliations unless doing so would impose an undue hardship. While listed as a type of "leave,"  
143 this is not a separate leave category.

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145 Employees are granted up to three days in a fiscal year for religious observance without charge to  
146 accrued leave. Absences due to religious observation must be made up at a time mutually agreed  
147 upon by the employee and the supervisor. If the days are not made up, leave will be charged for  
148 the absences.

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150 An employee who seeks leave as a religious accommodation should submit a request to their  
151 immediate supervisor at least 15 days in advance of the requested leave date(s). The supervisor  
152 will approve the request provided that granting it does not cause undue hardship on program  
153 operations, and the employee has not already been granted three days of religious leave during the  
154 fiscal year.. If an employee elects to use personal leave, annual leave, or leave without pay for an  
155 absence due to religious observations, the employee will not be required to make up any time.

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157 Any additional days beyond the three days will be charged as personal leave, annual leave, or leave  
158 without pay.

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### 160 **Other Leaves**

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

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#### 165 **Donated Sick Leave**

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167 In specific circumstances, and as approved by the Department of Human Resources, an ACPS  
168 employee may donate sick leave to another employee. The Department of Human Resources will

169 review all sick leave donation requests and authorize solicitation of sick leave donations through  
 170 program managers or principals. Details regarding voluntary sick leave donation are available on  
 171 the ACPS Department of Human Resources website and in regulation GCBD-R2 -Voluntary  
 172 Donated Leave Regulations.

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

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

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

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

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### 187 **Professional Leave**

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

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### 195 **Registered Employee Organization Leave**

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197 The registered employee organization may be granted a maximum of one hundred fifty (150)  
 198 school days per year for members to carry out organization business. Employee leave requests  
 199 must be approved by the supervisor, and the Leave for Registered Employee Organizations form  
 200 must be forwarded to the Department of Human Resources at least five (5) days prior to the  
 201 requested leave date.

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### 203 **Study Leave, Long Term Child Care Leave, Health Leave, Foreign Teaching Leave, Elected 204 Office Leave**

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206 An extended leave of absence may be granted for professional full-time study or personal family  
 207 responsibility such as Child Care Leave, Health Leave, Foreign Teaching Leave, Public Service,  
 208 Study Leave, and Elected Office Leave. With the exception of the Long Term Child Care Leave,  
 209 only employees who have achieved continuing contract or equivalent status are eligible to request  
 210 long term leave. Employees may request these leave types by submitting a Long Term Leave  
 211 Request form to the Department of Human Resources. Leave terms are as follows:

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- 213 ● Elected office leave – unpaid up to 1 year

- 214 ● Foreign teaching/public service leave – unpaid up to 2 years for employees who have
- 215 achieved continuing contract status. Employees who are not on continuing contracts are
- 216 not eligible.
- 217 ● Health leave – including paid and unpaid time, a maximum of 1 ½ years
- 218 ● Long term child care leave – unpaid up to 3 years from date of birth of the child.
- 219 ● Study leave - unpaid leave up to 2 years for employees who have achieved continuing
- 220 contract status. Employees who are not on continuing contracts are not eligible.
- 221 ● Undesignated leave of absence – unpaid up to 1 year for employees who have achieved
- 222 continuing contract status. Employees who are not on continuing contracts are not eligible.

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

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227 Employees on long term leave may not change between leave types. With the exceptions of Health  
228 Leave and Long Term Child Care Leave, employees are limited to a maximum of two instances  
229 of each type of long term leave per tenure of employment.

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

### 233 234 **Leave Payout**

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

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

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

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247 Cross Refs.: GCBD Staff Leaves and Absences  
248 GCBD-R2 Voluntary Donated Leave Regulations  
249 GCBE Family and Medical Leave  
250 GCBEA Leave without Pay  
251 GCBEB Military Leave and Benefits  
252 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. Each year of Foreign Teaching Leave will count as one year of additional experience for salary purposes upon my return to ACPS employment.

\_\_\_\_\_ 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 upon my return to ACPS employment.

\_\_\_\_\_ 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.**

**I understand and acknowledge that employees on long term leave may not transfer or change between leave types without returning to ACPS employment. I further understand and acknowledge that failure to return to ACPS employment within the maximum duration of my selected leave type will result an administrative separation of employment that will not impact my eligibility to apply for future ACPS positions.**

\_\_\_\_\_  
Employee 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.

Principal/Program Manager Signature

Date

**STAFF LEAVES AND ABSENCES REGULATIONS**

**Commented [1]:** No model policy

All employee leaves and absences are subject to the following school division policy and regulations, including this regulation.

Definitions for the purposes of this regulation

Licenseed Employee - an employee whose position falls on the Licensed/Teacher Salary Scale as published by the Department of Human Resources.

Administrator - an employee whose position falls on the Administrator Salary Scale as published by the Department of Human Resources.

Accrued Leave - a benefit provided to the employee of set amounts of paid time off from work.

Contracted Employee - an employee whose position is not classified as casual and receives a salary notification each fiscal year.

Support Employee - an employee whose position falls on the Support Staff, Instructional Assistants, School Nutrition Services, Technology Services Support, or the Transportation Salary Scales as published by the Department of Human Resources.

**Accrued Earning Leave**

Licensed employees and administrators are advanced applicable sick, personal, and annual leave at the beginning of the contract year. Support employees accrue applicable sick and annual leave on a monthly basis, while personal leave is accrued at the beginning of the contract year. Details of the leave accrual rates are available in the Paid Leave Quick Reference Guide (attached) and on the Alexandria City Public Schools (ACPS) Department of Human Resources website.

**Commented [2]:** I'm not sure we use the term 'administrators' consistently throughout our policies and regulations. Suggest we add definitions to the top of the document.

**Commented [3]:** In the table Security Monitors receive their leave in advance, just like 11 month administrators. I think by most accounts Security Monitors aren't licensed or administrators. The statements throughout the document and the table need to be aligned.

**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.

**Commented [4]:** The advanced accrual is for personal leave only; all employee groups accrue personal leave in advance even if they accrue sick and annual monthly.

**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.

**Commented [5]:** This is the first use of contracted employees. It's not clear who that covers.

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**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 is 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. Full time 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.

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.

While on sick leave, employees may be eligible for Family and Medical Leave (FMLA). An absence due to sick leave of 5 or more consecutive work days must be reported to Human Resources for FMLA coordination. 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.

**Commented [6]:** We defined how personal leave can be used but not how annual leave can be used. Suggest we define both or neither.

**Commented [7]:** There isn't much difference between the two in practice, except that generally annual leave is used in consecutive days while personal is generally used for single day absences.

**Commented [8]:** I think this is part of FMLA, so strike if we are going to not include FMLA details in this regulation.

**Commented [9]:** No, these are the definitions of "immediate family" per ACPS for use of ACPS sick leave. The FMLA actually does not cover all of these relationships. I suggest moving the paragraph above FMLA section so that it follows the paragraph starting "Sick leave may be used..."

**Commented [10]:** What is the method by which employees are required to report their absence for FMLA coordination? If it is to the HR Benefits inbox, we should say so.

**Commented [11]:** What if they are hospitalized or in a coma. Consider rewording so it doesn't have to be the employee.

**Commented [12]:** Recommend removing any content that is redundancy with GCBE, keeping in the breadcrumbs to GCBE.

Licensed employees who have exhausted all of their leave may request an advance of the next fiscal year's sick leave accrual. 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.

**Leave Accrual**

<u>Employee Group</u>	<u>Personal Leave Accrual</u>	<u>Sick Leave Accrual</u>	<u>Annual Leave Accrual</u>
<u>Administrators (12 months)</u>	<u>4 days advanced</u>	<u>14 days advanced</u>	<u>18 days advanced</u>
<u>Administrators (11 months)</u>	<u>4 days advanced</u>	<u>12.5 days advanced</u>	<u>N/A</u>
<u>Licensed Teachers (10 months)</u>	<u>4 days advanced</u>	<u>11 days advanced</u>	<u>N/A</u>
<u>Licensed (11 months)</u>	<u>4 days advanced</u>	<u>12 days advanced</u>	
<u>Licensed Teachers (12 months)</u>	<u>4 days advanced</u>	<u>12.3 days advanced</u>	<u>12 days advanced</u> <u>N/A</u>
<u>Instructional Assistant Paraprofessional (10 months)</u>	<u>4 days (4 x hrs per day) advanced</u>	<u>1st yr - 6.8 hours per month</u> <u>2nd yr - 74.8 hours advanced (11 days)</u>	<u>N/A</u>
<u>Security Monitors (10 months)</u>	<u>4 days (4 x hrs per day) advanced</u>	<u>7.7 hours per month</u>	<u>N/A</u>
<u>Admin Support (10 months)</u>	<u>4 days (4 x hrs per day) advanced</u>	<u>7 hour employees: 7.7 hours per month worked</u> <u>8 hour</u>	<u>N/A</u>

		<u>employees:</u> <u>8.8 hours per</u> <u>month worked</u>	
<u>Admin Support (11 months)</u>	<u>4 days (4 x hrs</u> <u>per day)</u> <u>advanced4</u> <u>days advanced</u>	<u>7 hour</u> <u>employees:</u> <u>7.95 hours per</u> <u>month worked</u>  <u>8 hour</u> <u>employees:</u> <u>9.09 hours per</u> <u>month worked</u>	<u>N/A</u>
<u>Admin Support (12 months)</u>	<u>4 days (4 x hrs</u> <u>per day)</u> <u>advanced4</u> <u>days advanced</u>	<u>7 hour</u> <u>employees:</u> <u>8.17 hours per</u> <u>month worked</u>  <u>8 hour</u> <u>employees:</u> <u>9.33 hours per</u> <u>month worked</u>	<u>7 hour</u> <u>employees: 7</u> <u>hours per</u> <u>month worked</u>  <u>8 hour</u> <u>employees: 8</u> <u>hours per</u> <u>month worked</u>
<u>Educational Facilities Supervisors and</u> <u>Food Service Managers (12 months)</u>	<u>N/A</u>	<u>10 hour per</u> <u>each month</u> <u>worked</u>	<u>7.5 hours per</u> <u>month worked</u>
<u>Food Service Managers (10 months)</u>	<u>32 hours per</u> <u>year advanced</u>	<u>6 hour</u> <u>employees:</u> <u>6.6 hours per</u> <u>month worked</u>  <u>7 hour</u> <u>employees:</u> <u>7.7 hours per</u> <u>month worked</u>  <u>8 hour</u> <u>employees:</u> <u>8.8 hours per</u> <u>month worked</u>	<u>N/A</u>

<a href="#">Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (10 months)</a>	<a href="#">4 days (4 x hours per day) advanced</a>	<a href="#">6 hour employees: 6.6 hours per month worked</a>  <a href="#">7 hour employees: 7.7 hours per month worked</a>  <a href="#">8 hour employees: 8.8 hours per month worked</a>	<a href="#">N/A</a>
<a href="#">Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (12 months)</a>	<a href="#">N/A</a>	<a href="#">1.25 days per month worked</a>	<a href="#">1 day per month worked plus bonus days</a>

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Accrual Dates

- [12 month employees Administrators \(12 months\) - 2nd pay of July](#)
- [11 month employees Administrators \(11 months\) - 2nd pay of August](#)
- [10 month employees Teachers \(10 months\) - 2nd pay of September Teachers \(11 months\) - 2nd pay of August](#)

[For administrators \(11 and 12 months\), personal leave in excess of 4 days at June 30 of each year shall be converted to annual leave and carried forward to each year without limitation. There is no accrual limit on sick or annual leave.](#)

[For licensed and support employees \(10, 11, and 12 months\), personal leave in excess of 8 days shall be converted to sick leave and will be carried forward to each year without limitation.](#)

[For support employees \(12 months\), annual leave in excess of 45 days at June 30 of each year will be forfeited.](#)

**Bereavement Leave**

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

128  
 129 **Short and Long Term Disability**

130  
 131 A short term disability period may run concurrently with an FMLA period. If approved by the  
 132 insurer, employees may be eligible for short term disability ~~offer~~ up to 60% of salary upon  
 133 exhaustion of all accrued leave. Upon exhaustion of the short term disability period of 60 work  
 134 days, employees may be transitioned to long term disability benefits and will continue to be paid  
 135 at 60% of salary.

136  
 137 **Workers’ Compensation Leave**

138  
 139 An employee who is absent due to an approved workers’ compensation claim may receive salary  
 140 continuation for a maximum of 60 calendar days. Family Medical Leave (FMLA) and/or Health  
 141 Leave may be run ~~concurrently~~~~concurrent~~ with workers’ compensation leave.

142  
 143 Employees must complete and submit the workers’ compensation Notice of Injury, Physician  
 144 Selection, and Medical Records forms to ~~the Department of Human Resources~~~~Human Resources~~  
 145 within 2 business days of the incident. Forms are available on the ACPS ~~Department of Human~~  
 146 ~~Resources~~~~Human Resources~~ website.

147  
 148 **Leave For Religious Observation**

149  
 150 ~~Alexandria City Public Schools~~ ~~ACPS~~ provides reasonable accommodations for sincerely held  
 151 religious beliefs, practices, and affiliations unless doing so would impose an undue hardship.  
 152 While listed as a type of “leave,” this is not a separate leave category.

153  
 154 ~~Employees are granted up to three days in a fiscal year for religious observance without charge to~~  
 155 ~~accrued leave. Absences due to religious observation~~~~These three days~~ ~~must be made up at a time~~  
 156 ~~mutually agreed upon by the employee and the supervisor. If the days are not made up, leave will~~  
 157 ~~be charged for the absences.~~

Commented [13]: Added to clarify the process.

158  
 159 An employee who seeks leave as a religious accommodation should submit a request to ~~their~~~~his/her~~  
 160 immediate supervisor at least 15 days in advance of ~~the requested leave date(s).~~~~when they are he~~  
 161 ~~or she is requesting the leave.~~ The supervisor ~~will~~~~shall~~ approve the request provided that granting  
 162 it does not ~~cause undue hardship~~~~have a severe impact~~ on program operations, and the employee  
 163 has not already been granted three days of religious leave during the fiscal year. ~~Employees~~  
 164 ~~are~~~~shall be granted up to three days in a fiscal year for religious observance without charge to~~  
 165 ~~leave. These three days should~~~~shall be made up at a time mutually agreed upon by the employee~~  
 166 ~~and the supervisor.~~ If an employee ~~elects~~~~chooses to requests to use~~ personal leave, annual leave,

Commented [14]: Moved up to improve readability.

Commented [15]: Moved up to improve readability



167 or leave without pay for an absence due to religious observations, ~~and these three days~~, the employee  
 168 will not be required to make up any time.

169 Any additional days beyond the three days will be charged as personal leave, annual leave, or leave  
 170 without pay.

171  
 172  
 173 **Other Leaves**

174  
 175 The appropriate documentation must be submitted to the Department of Human Resources for the  
 176 following leave types:

177  
 178 **Donated Sick Leave**

179  
 180 In specific circumstances, and as approved by the Department of Human Resources, an ACPS  
 181 employee may donate ~~their~~ ~~his~~ ~~her~~ sick leave to another employee. The Department of Human  
 182 Resources ~~Department~~ will review all sick leave donation requests and authorize solicitation of  
 183 sick leave donations through program managers or principals. Details regarding voluntary sick  
 184 leave donation are available on the ACPS Department of Human Resources Human Resources  
 185 website and in regulation G CBD-R2 -Voluntary Donated Leave Regulations.

186  
 187 **Jury/Court Duty and Other Civic Leave**

188  
 189 Employees ~~are~~ shall be granted time off from work with pay to perform civic responsibilities such  
 190 as jury duty or ~~courtroom~~ court room appearances (excluding personal matters). A copy of the  
 191 court order must be submitted to the Department of Human Resources.

192  
 193 **Military Leave, Reserve Training Leave**

194  
 195 Military leave is available to employees who are called to military service and to members of the  
 196 National Guard or an organized military reserve of the United States. The Department of Human  
 197 Resources ~~Department~~ will review requests and grant military/reserve training leave in compliance  
 198 with State and Federal law. See policy GCBE B for more details.

199  
 200 **Professional Leave**

201  
 202 Professional leave is available for attendance at professional activities, workshops, conferences,  
 203 meetings and courses which are devoted to the improvement of professional skills or which are  
 204 directly related to the employee's work. Professional leave must be approved in advance by the  
 205 employee's direct supervisor. The amount of professional leave available each year is determined  
 206 by the Superintendent.

207  
 208 **Registered Employee Organization Leave**

209  
 210 The registered employee organization may be granted a maximum of one hundred fifty (150)  
 211 school days per year for members to carry out organization business. Employee leave requests  
 212 must be approved by the supervisor, and the Leave for Registered Employee Organizations form

**Commented [16]:** The website, on the benefits page in the Leave and Disability section, under donated leave points here. <https://resources.finalsite.net/images/v1656431144/acpsk12vaus/pnt07wyiodhcssh9dyxs/voluntary-donated-leave-policy.pdf>

While this is a great document and has a lot of useful information, it is not policy G CBD.

**Commented [17]:** Rename the document linked above to G CBD-R2

**Commented [18]:** Human Resources, Department of Human Resources, or Human Resources Department? All three are used in this document. We should pick one and use it consistently.

**Commented [19]:** This doesn't appear to be posted on the website. Assumed it should be under Benefits -> Leave -> Forms

213 must be forwarded to [the Department of Human Resources](#) at least five (5) days prior to the  
 214 requested leave date.

215  
 216 **Study Leave, Long Term Child Care Leave, Health Leave, Foreign Teaching Leave, Elected**  
 217 **Office Leave**

218  
 219 An extended leave of absence may be granted for professional full-time study or personal family  
 220 responsibility such as Child Care Leave, Health Leave, Foreign Teaching Leave, Public Service,  
 221 Study Leave, and Elected Office Leave. With the exception of the Long Term Child Care Leave,  
 222 only employees who have achieved continuing contract or equivalent status are eligible to request  
 223 long term leave. Employees may request these leave types by submitting a Long Term Leave  
 224 Request form to the [Department of Human Resources](#) ~~Department~~. Leave terms are as follows:

- 225
- 226 ● Elected office leave – unpaid up to 1 year
- 227 ● Foreign teaching/public service leave – unpaid up to 2 years for employees who have
- 228 achieved continuing contract status. Employees who are not on continuing contracts are  
 229 not eligible.
- 230 ● Health leave – including paid and unpaid time, a maximum of up to 1 ½ years
- 231 ● Long term child care leave – unpaid up to 3 years from date of birth of the child.
- 232 ● Study leave - unpaid leave up to 2 years for employees who have achieved continuing
- 233 contract status. Employees who are not on continuing contracts are not eligible.
- 234 ● Undesignated leave of absence – unpaid up to 1 year for employees who have achieved
- 235 continuing contract status. Employees who are not on continuing contracts are not eligible.

236 Employees on long term leave must notify [the Department of Human Resources](#) no later than  
 237 March 15 of their intent for the following school year.

238  
 239 Employees on long term leave may not change between leave types. With the exceptions of Health  
 240 Leave and Long Term Child Care Leave, employees are limited to a maximum of two instances  
 241 of each type of long term leave per tenure of employment.

242  
 243 Employees who return from approved long term leave are guaranteed a position for which they are  
 244 certified and qualified, provided such a position is available.

245  
 246  
 247 **Leave Payout**

248  
 249 Employees may be eligible for a leave payout at resignation or retirement. Details of the leave  
 250 payout are available on the ACPS [Department of Human Resources](#) website.

251  
 252  
 253 Established: January 13, 2005  
 254 Revised: June 23, 2016  
 255 Revised: February 8, 2018

256  
 257  
 258 Legal Ref: Code of Virginia, 1950, as amended, § 22.1-78

Commented [20]: We should define each of these types of leave.

259			
260	Cross Refs.:	GCBD	Staff Leaves and Absences
261		<u>GCBD-R2</u>	<u>Voluntary Donated Leave Regulations</u>
262		GCBE	Family and Medical Leave
263		GCBEA	Leave without Pay
264		GCBEB	Military Leave and Benefits
265		GCQA	Non-school Employment by Staff Members

DRAFT



Leave of Absence Request Form

Commented [21]: Recommend the form and table below is removed from the regulation and placed instead on the ACPS website.

Commented [22]: Agreed

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: \_\_\_\_\_

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. [Each year of Foreign Teaching Leave will count as one year of additional experience for salary purposes upon my return to ACPS employment.](#)

\_\_\_\_\_ Health Leave, maximum 1 1/2 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 [upon my return to ACPS employment.](#)

\_\_\_\_\_ 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.**

[I understand and acknowledge that employees on long term leave may not transfer or change between leave types without returning to ACPS employment. I further understand and acknowledge that failure to return to ACPS employment within the maximum duration of my selected leave type will result an administrative separation of employment that will not impact my eligibility to apply for future ACPS positions.](#)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



**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.

Principal/Program Manager Signature

Date

**Commented [23]:** Recommend the contents of this table be changed to a regular table and be moved into the body of the regulation.

**Commented [24]:** Agreed