

# Infinity Charter School

**SECTION: STAFF**

**TITLE: LEAVE POLICY**

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## 409. LEAVE POLICY

### **PURPOSE:**

The purpose of this policy is to define employees' leave of absence rights, responsibilities and procedures.

The personnel records of all employees shall show the attendance of each employee, and such days as that employee may be absent shall be recorded, with the reason for such absence noted.

Absence of any school employee creates a disruption of the program, and should be avoided whenever possible. These guidelines are delineated to provide common procedures and understandings for those times employees cannot come to school. These temporary leave guidelines apply to all personnel in accordance with their contract employment group. The following guidelines apply to all employees of the school.

### **HOLIDAY LEAVE FOR ALL SALARIED EMPLOYEES (UNLESS REQUIRED AS MAKE-UP DAYS):**

Labor Day	Dr. Martin Luther King Jr. Day
Thanksgiving Day	Presidents' Day
Friday after Thanksgiving	Spring Break
Winter Break	Memorial Day
	Fourth of July (Twelve Month Employees)

### **TEMPORARY LEAVE**

Any temporary leave is granted and assigned to each employee in accordance with his/her contract employment group.

### **ACCEPTABLE ABSENCES**

Each contract employment group has a defined number of leave days and a carryover limit of unused days. Any absence from duty will be limited to at least half day increments. The following categories of absence are established for all employee groups.

Illness or injury (personal or family as needed)

The following reasons require written request and approval of the ICS CEO.

Health care appointments (employee only)  
Religious holidays  
Necessary business meetings and activities (one day per request)  
Professional development activities (employee initiated)  
Personal reasons (one day per year)

Only dire emergency requests will be considered during any in-service days, parent conference days or the first or last two weeks of the student school year.

Any other temporary leave requests will be adjudicated by the ICS CEO or Board of Trustees as appropriate.

The ICS CEO may require doctor's verification of illness when deemed necessary.

### **JURY DUTY**

Employees will be compensated for scheduled days of work missed when called for jury duty. Absence will not be charged against temporary leave.

### **BEREAVEMENT LEAVE**

Employees will be granted up to three days leave for the death of immediate family members. Immediate family will include all relatives living in the employee's household, plus parents, siblings and in-law parents. One day of leave will be granted for the death of grandparents, aunts or uncles.

Additional leave requests will be adjudicated by the ICS CEO or Board of Trustees as appropriate. If approved, such leave will be charged against available temporary leave or result in unpaid leave.

### **MILITARY LEAVE**

Infinity will adhere to the guidelines established for military service leave.

Any unapproved absence will result in appropriate salary deduction, and/or employment consideration.

### **CONTRACT EMPLOYMENT GROUP TEMPORARY LEAVE ASSIGNMENTS**

#### Certified Personnel (full time classroom teachers): 10 month contract

These employees will receive 10 temporary leave days per contract year. They may roll over unused leave days into the next year, not to exceed 16 days.

#### Certified Personnel (hourly specialist teacher): 10 month contract

These employees will not be eligible for temporary leave days. They will be paid for scheduled days that ICS is closed for emergency situations.

Para-professional/Classified Personnel: 10 month contract

Paraprofessionals who work 40 hours a week will receive 10 temporary leave days per contract year. They may roll over unused leave days into the next year, not to exceed 16 days.

Paraprofessionals who hold a valid teaching/substitute certificate, and who consistently work 35 hours per week will receive 8 temporary leave days per contract year after their first complete year of employment. They may then roll over unused leave days into the next school year, not to exceed 11 days.

Part time paraprofessional and classified employees will not be eligible for temporary leave days. They will be paid for scheduled days that ICS is closed for emergency situations. Exceptions in this category are noted below.

Classified Personnel (school secretaries, full time office assistants): 11 month contract

These employees will receive 11 temporary leave days per contract year, and may roll over unused leave days into the next year, not to exceed 17 days.

Certified Personnel (CEO/Director): 12 month contract

This employee will receive 12 temporary leave days per year, and may roll over unused leave days into the next year, not to exceed 19 days.

The CEO/Director is eligible for 10 days of vacation per contract year, pending Board approval.

**LEAVE REQUESTS NOT COVERED**

Any leave requests not covered by this policy will be adjudicated by the ICS CEO or Board of Trustees as appropriate.