

NAME: _____

SCHOOL: _____

DATE: _____

ABSENCE APPROVAL REQUEST FOR WESA AND NON-UNION CENTRAL OFFICE STAFF

CHECK ONE - please include explanation below:

ANNUAL LEAVE DAY

COMPENSATORY TIME/PERSONAL BUSINESS DAY*

BEREAVEMENT LEAVE

IMMEDIATE FAMILY CARE LEAVE USING SICK DAYS
[] First [] Second [] Third [] Fourth [] Fifth

JURY DUTY

IMMEDIATE FAMILY CARE LEAVE WITHOUT PAY

LEAVE WITHOUT PAY

*WESA employees are eligible for Compensatory Time; Central Office Non-Union staff are eligible for Personal Business Days according to established guidelines.

NOTE: Please contact the Assistant Superintendent directly for extended health leaves, maternity leaves, childbearing leaves, and other leaves not listed above.

DATE(S) OF ABSENCE FROM WORK: _____

EXPLANATION - required for all leaves except for Annual Leave and Compensatory Time, provided absence is approved by supervisor:

Signature

Date

Approved by Supervisor

Date

Approved by Assistant Superintendent

Date

1. Requests should be initiated at least two weeks prior to the date of absence whenever possible.

2. **ARTICLE XII – ANNUAL LEAVE**

12.2 All full-time employees (12 month) will be entitled to take annual leave with pay in accordance with the following schedule:

- a) after six months of work, six working days;
- b) on the first anniversary of employment, twelve working days;
- c) on the fifth anniversary of employment, seventeen working days;
- d) on the tenth anniversary of employment, twenty-three working days;
- e) on the fifteenth anniversary of employment, twenty-five working days.

A 10-month employee who is subsequently appointed to a full-time position will be given credit for all prior service for purposes of determining entitlement to annual leave at the rate of one 10-month school year equaling one year of service

12.3 The normal annual leave period of 12-month employees is from July 1 through Labor Day. Under extenuating circumstances and upon approval of the immediate supervisor and the Superintendent or a designee, leave may be taken at other times during the year if practicable. Annual leave may not be accumulated from one fiscal year to another except with the prior written approval of the Superintendent or designee..

12.4 Whenever an employee is not granted annual leave to which he is entitled because of retirement or death, the employee, or in case of death the employee's estate, shall be paid at the regular rate of compensation payable at the termination of employment in lieu of such annual leave.

12.5 Holidays occurring during annual leave periods are not counted as annual leave.

12.6 In extenuating circumstances and with approval of the Superintendent or designee, unpaid leave days may be granted for the care of an immediate family member, not to exceed 30 working days in a contract year.

3. **ARTICLE VIII – SICK LEAVE**

8.2 Sick leave shall be granted for absence due to personal illness, injury, disability, or exposure to contagious diseases, except that employees may use up to five (5) days of accrued sick leave per contract year to care for members of their immediate family in the event of unforeseen short term illness.

3. **ARTICLE IX – MISCELLANEOUS LEAVE**

9.1 Bereavement Leave – All employees shall be allowed bereavement leave of up to three (3) consecutive workdays without loss of pay following the death of a member of the immediate family and one (1) day following the death of a significant other or close friend. The immediate family is defined as parents, spouse, parents of spouse, children, brothers, sisters, brothers and sisters of spouse, and any relative residing in the same household. An Absence Approval Request must be submitted to the Superintendent or a designee at the earliest convenient time. In the event that an employee wishes to attend the funeral of a family member other than a member of the immediate family, or of a close friend, the employee may arrange with his/her principal or the Assistant Superintendent to take time off without loss of pay to attend the funeral. In extenuating circumstances, an employee may be granted an additional leave of absence with pay upon the approval of the Superintendent, the Assistant Superintendent, or designee.

9.2 Jury Duty – A regular employee called for jury duty shall be paid the regular salary during the period of such services and shall report for work whenever excused from attendance at court.

9.3 Childbearing Leave – the COMMITTEE agrees to abide by existing Federal and State statutes with respect to childbearing leaves for persons covered by this Agreement.

9.4 Other Leaves – An employee may be granted a leave of absence without pay upon the recommendation of the immediate supervisor and the approval of the Superintendent or a designee, provided such leave does not hamper the operation of the school(s).

During a leave of absence, there shall be no accrual of sick leave or seniority. Upon conclusion of a leave of absence, the employee shall be reinstated to the position held prior to said leave or another comparable position.

4. **COMPENSATORY TIME**

Earned compensatory time, which may be accumulated up to a maximum of fourteen (14) hours, must be taken within sixty (60) working days within the fiscal year of the date on which the fourteenth (14th) hour was earned. An employee who works overtime must supply the supervisor with a complete record of the date and time worked at the end of the week in which the overtime was worked. Overtime may then be taken within the aforementioned sixty (60) days as agreed upon by the employee and supervisor.