



LEAVE REQUEST FORM

Please complete this form and send it to the PERSONNEL DEPARTMENT. Explanations of "Type of Leave" are on the reverse side of this form. Please retain one copy for your files.

Employee:	Today's Date:
School or Department:	Check One: <input type="checkbox"/> Administrative Personnel <input type="checkbox"/> Instructional/Licensed Personnel <input type="checkbox"/> Non-Licensed Personnel
First Date Off Job:	
Last Date Off Job:	
Total Time Off Job:	

Type of Leave: Check one (see explanations on reverse side)

- | | |
|--|--|
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> *Jury Duty/Subpoena |
| <input type="checkbox"/> Personal Leave | <input type="checkbox"/> *Bereavement Leave |
| <input type="checkbox"/> Vacation or Annual Leave | <input type="checkbox"/> *Political Leave |
| <input type="checkbox"/> FMLA (3 or more continuous absences) | <input type="checkbox"/> *Military Leave |
| <input type="checkbox"/> Intermittent FMLA (for chronic condition as previously approved by Human Resources) | |
| <input type="checkbox"/> *Professional leave to attend the following: | |

<p>(1) Estimated Cost to Attend Professional Meeting:</p> <p style="text-align: right;">Registration Fee _____</p> <p style="text-align: right;">Hotel _____</p> <p style="text-align: right;">Meals _____</p> <p style="text-align: right;">Mileage _____</p> <p style="text-align: right;">Total _____</p> <p>(2) Account Number to Charge: _____</p>	<ul style="list-style-type: none"> • If any funds are needed in advance, a "Request for Check" Form with appropriate documentation attached must be submitted through your principal/supervisor to the Superintendent's office prior to Board Meeting agenda deadline. • If a personal vehicle is being used for school business, a copy of your driver's license and insurance card must be attached to this form.
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*Additional explanation: _____

Employee

Name of Substitute

Principal/Supervisor

Superintendent or Designee

SICK LEAVE

Employees may take accumulated sick leave with full pay for personal illness, serious illness in the immediate family, or death in the immediate family. Spouses, children, brothers, sisters, parents, in-laws, grandparents, uncles, and aunts, and members of the immediate household are included in the immediate family. Cousins are not considered as part of the immediate family. Effective July 1, 2008, grandchildren, nieces and nephews are included in the immediate family.

Sick leave may be denied for elective surgery or other procedures. Employees may be required to provide documentation that such procedures are non-elective. This policy governs all requests for sick leave that do not come within definitions of the Family and Medical Leave Policy. See also Policy GBRI.

FMLA LEAVE

The Family and Medical Leave Act of 1993 requires employees to provide up to 12 weeks unpaid, job-protected leave. Employees must have worked at least one year and for 1,250 hours for the previous 12 months and meet the required family and medical reasons. These reasons include birth, adoption or foster care placement of a child; the care of the employee's spouse, son or daughter, or parent (but not parent-in-law) who has a serious health condition; or the employee's own serious health condition. Sibling employees would have an aggregate limit of 12 weeks for the care of their parent.

PERSONAL LEAVE

Personal Leave days may be used according to the following rules:

- a. The employee must give a request for personal leave to the principal or supervisor at least three school days in advance, except in cases of emergency.
- b. No employee, except 12-month employees, may take personal leave with pay on the first day of the school term, the last day of the school term, the day before a student holiday, or the day after a student holiday unless on such days an immediate family member of the employee is being deployed for military service (SB2247 - MS Code §37-7-307 2005) or has been summoned to appear as a witness in court (HB 949 2015). The school term is defined as the days that students are present and does not include staff development or teacher workdays.
- c. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee has either a minimum of ten (10) years experience as an employee of the Pass Christian School District or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in this district. (HB 949 2015).
- d. The principal, with a written request from the employee, may grant personal leave with full loss of pay when extraordinary or emergency circumstances exist.

VACATION OR ANNUAL LEAVE

New 12-month employees will be granted vacation leave days on their first anniversary date. Vacation leave for continuing employees is credited on July 1 of each year and must be used by June 30 of the following year or it will be converted to sick leave. Proposed dates for use of vacation leave must be submitted in writing to the superintendent for approval at least two weeks in advance.

JURY DUTY/SUBPOENA

The Pass Christian School District shall provide leave with pay for employees who are called for or who serve on juries. Performance of jury duty is with full pay and does not count against any type of leave of absence by the employee. When excused from jury duty prior to 11:00 a.m., the employee will report to their work site. The district will not recover jury fees from employees who serve on juries. (Attorney General Opinion, Middleton of July 10, 1991.) Employees under subpoena to provide court testimony or to testify in hearings may use their personal leave. Absence beyond accrued personal leave will result in loss of pay. For district administrative proceedings, arrangements will be made for employees to provide testimony without loss of pay or leave as directed by the superintendent. **Please attach copy of summons or subpoena.**

BEREAVEMENT LEAVE

Employees may use up to five sick leave days when there is a death in the immediate family, which includes spouses, children, brothers, sisters, parents, in-laws, grandparents, uncles, and aunts, and members of the immediate household. Cousins are not considered as part of the immediate family. In the event of extenuating circumstances, the board may allow up to three additional days of sick leave to be used as bereavement leave.

POLITICAL LEAVE

Any employee who becomes a candidate for elected political office must refrain, during the contract period, from all forms of political activity during normal working hours and may not use any school facilities for political purposes. Any employees planning to become a candidate may request leave of absence for campaign purposes, provided such request is made prior to announcing or filing qualifying papers, whichever is sooner. The board may grant or deny the request, considering the amount of leave time requested and the nature of the employee's duties. If granted, leave shall be without pay.

MILITARY LEAVE

Employees who are members of reserve components or the armed services of the United States of America or the National Guard shall be entitled to leave of absence without loss of pay, time, annual leave, or professional rating for a maximum of 15 days per year if ordered to duty for training exercises. Employees involved in military service for longer than 15 days per year shall otherwise have those rights and obligations that are described in state and federal law. MS Code §33-1-19 and §33-1-21 (1972); Veterans Re-employment Rights Statute. **Please attach copy of official orders.**

PROFESSIONAL LEAVE

Employees may be eligible for professional leave in order to perform professional services by representing the district at educational conferences, convention, school evaluations, and other such events. An employee desiring professional leave must request approval from the principal/supervisor and superintendent two weeks in advance of the leave. Approved professional leave will be with full pay and will not count against other leave time. Candidates for National Board Certification may be granted up to three days professional leave for initial candidacy and up to one day for banking candidates.