

PERSONNEL LEAVES OF ABSENCE

To benefit the employees of the Caldwell County Schools, the following personnel leaves of absence are established:

Paid Leaves of Absence

- Annual Leave: Personnel regularly employed twenty (20) hours or more per week shall earn said annual leave according to the regulations established by the State Board of Education.
- Holidays: Personnel regularly employed twenty (20) hours or more per week will be granted paid holidays which have been approved by the State Board of Education as scheduled in the school calendar.
- Sick Leave: Personnel regularly employed twenty (20) hours or more per week shall earn paid/unpaid sick leave in accordance with regulations adopted by the State Board of Education. Sick leave may be used in full day, half- day or hourly increments; however, hourly increments must be approved in advance by the principal or supervisor. Excessive absences may require verification of illness by a Medical Doctor.
- Professional Leave: Paid professional leave for staff development activity (ies) may be granted as approved by the employee's supervisor.
- Jury Duty: Personnel selected for jury duty shall be entitled to their regular pay plus compensation received for the duty.
- Personal Leave: Certified instructional personnel will be granted leave in accordance with State Board of Education rules and regulations.

Unpaid Leaves of Absence

- Family and Medical Leave: Personnel regularly employed twenty (20) hours or more per week may be granted unpaid leave up to one (1) year to care for a spouse or an immediate family member (spouse, child(ren), and/or parents) who has a serious medical condition or when the employee is unable to work because of a serious health condition.
- Military Leave: Military leave and military duty shall be in accordance with regulations established by the State Board of Education, N. C. General Statutes, and regulations of the State Department of Public Instruction.

- Maternity Leave: Personnel may be granted a leave of absence up to one calendar year upon the birth or adoption of a child. This includes male and female employees.
- Educational Leave: A full-time certificated employee of Caldwell County Schools may be granted unpaid leave of absence by the Board of Education upon recommendation by the Superintendent for reasons described here for up to one (1) year:
 - One year graduate study or professional activities;
 - Exchange teachings;
 - Travel for professional growth; and
 - Other educational activities.
- Leave for other activities may be approved such as the following:
 - Public service;
 - Political office; and
 - Court attendance for specified reasons requiring personal appearance on one's behalf or court subpoena, etc.
 - Short-term absence without pay as approved by the supervisor.

Unpaid leaves shall not extend beyond the end of the fiscal year (June 30); however, an extension may be granted if warranted. All unpaid leaves will correspond with the grading periods except in cases of emergency.

Parental Leave to Visit or Volunteer at Child's School

- Any employee who is a parent, guardian or person in loco parentis may take up to four employment hours per fiscal year to visit or volunteer at his/her child's school. Such absence must be approved in advance by the employee's supervisor/principal.
- When possible, an employee will schedule long-term leaves to correspond closely with the instructional year.
- Voluntary shared leave may be available to regular full-time and part-time employees. Employees experiencing an extended serious medical condition may apply for assistance through the donation of leave. This leave provides relief from financial hardship for the employee in accord with the State Board of Education. Employees may apply for leave donated by other employees.