

STAFF LEAVE BENEFITS

Leave benefits are available for (1) employees hired on or after July 1, 2009 who work 34 or more hours per week and (2) employees hired prior to July 1, 2009 who work 20 or more hours per week.

A leave without pay may not exceed more than one (1) school year at a time.

Employees taking unauthorized leave may be subjected to disciplinary action including termination of employment, deductions from pay, a written reprimand filed in their personnel record and/or such other action the Board deems appropriate.

All leave is granted/charged in half (1/2) day increments.

The Superintendent may require additional information and verification of information supporting the request for leave before approving leave in any of the various categories.

In the event of inclement weather, the Superintendent may close schools and the School Board offices, at his/her own discretion prior to normal working hours. In this event, all leave will be considered Administrative Leave. When the decision to close schools and the School Board offices happens after the school day or work day has started, all scheduled sick, vacation or personal leave will be charged in half (1/2) day increments.

SICK LEAVE

The sick leave plan shall provide employees with protection against loss of pay because of illness or other reasons that the Board may stipulate.

Employees may use anticipated sick leave during the contract period. If the employee resigns or is terminated prior to the end of the school year, the employee shall reimburse the School Board for any used but unearned days of sick leave.

The Fringe Benefit Schedule (GCBD-R) indicates the amount of sick leave allowed each category of employee. A sick leave day shall be equal to the number of hours the employee would ordinarily be required to work in a day.

- The Board will accept the transfer of accumulated sick leave that the employee earned in another School Division in the State of Virginia, provided that the employee enters the division by the beginning of the third year from the date of their previous employment.
- At termination, an employee's accumulated sick leave may be transferred out of the division or be reinstated if the employee is re-employed by this School Division by the beginning of the third year. Unused sick leave may be paid to eligible employees upon retirement from the King George County Public School Division. Payment will not exceed a total of \$5,000.00 and will be computed at a rate of twenty-five (25) percent of the daily salary, excluding coaches-sponsors supplements, in effect at the time of retirement. To be eligible, an employee must

have completed a minimum of five (5) years uninterrupted service including the year of retirement.

- Sick leave shall be allowed for personal illness, including quarantine, pregnancy or for illness in the immediate family requiring the attendance of the employee. Sick leave shall also include paternity leave not to exceed ten (10) days.
- The immediate family of an employee shall be defined as follows: natural parents, foster parents, father-in-law, mother-in-law, step-father, step-mother, grandparents, spouse, children, brother, sister, brother-in-law, sister-in-law.
- Employees who use sick leave days that are not approved in this regulation shall forfeit their per diem salary for each unapproved sick leave day used. In addition, the supervisor may place a reprimand in the employee's personnel file or may take such other action, as the Board may deem appropriate.
- Employees must inform their principal or supervisor of their intention to use sick leave within a reasonable time for them to plan for the absence. Employees who anticipate being absent for more than one (1) day shall be responsible for keeping their principal or supervisor informed of their condition and their anticipated date of return. Failure to notify the principal or supervisor of this date may result in loss of pay equal to the pay of the substitute for that day and disciplinary action.
- A certificate of illness, signed by a physician, may be required of an employee by the Superintendent prior to his/her approval of payment for sick leave.
- An employee under contract to the Board who has accumulated sick leave days may use these sick leave days without reporting to work in the new contract year.
- Employees new to the School Division cannot claim any sick leave days until they have reported for duty. However, an employee new to the School Division who has reported for duty may use sick leave days up to the number to be earned under the current contract. Should the employee terminate employment prior to earning the sick leave days, the employee shall have the unearned sick leave days deducted from his final pay.
- Sick leave days may be taken for any workday in the contract period.
- Employees may use anticipated sick leave days during the school year. However, they must repay the Board for the days used but not earned out of their final paycheck.
- Employees on sick leave shall continue to earn sick leave days as long as they are in the employment of the Board for more than one-half (1/2) of the working days in the month.

SICK LEAVE BANK BYLAWS

PURPOSE

The King George County School Board Sick Leave Bank has been established to provide benefits in the event of catastrophic illness or injury. Membership in the Sick Leave Bank is voluntary. Membership is open to all full-time employees of the King George County School System who receive sick leave. Only members of the King George County School Board Sick Leave Bank are eligible to receive donated sick leave from the Sick Leave Bank.

The donation of one (1) day of sick leave to the bank and completion of a membership application will verify membership. Members may voluntarily contribute additional days. Members will be assessed one (1) day of sick leave annually. The Sick Leave Advisory Committee will monitor the balance in the Sick Leave Bank and make projections based on past usage. If the projection shows a cushion of two (2) years usage, existing members may not be assessed the annual contribution. However, new members will be assessed their initial contributing day. If the projection shows an insufficient number of days, an additional day may be assessed.

ENROLLMENT

The open period of enrollment for the year is from October 1 through October 31. New employees who qualify after the enrollment period may join within thirty (30) school days of their date of employment.

Employees must sign acknowledging receipt of enrollment information. This will be done with the September paycheck. From initial enrollment annual membership continues until a written request for termination of membership is received or full-time employment is terminated. Forms for enrollment will be available in the King George County School Board Office and at individual school offices.

GUIDELINES FOR BENEFITS AND PROCEDURES CONCERNING SICK LEAVE BANK ENTITLEMENT

The King George County School Board Sick Leave Advisory Committee makes decisions regarding applications based on the following:

- The King George County School Board Sick Leave Bank will be administered through a seven (7) member advisory committee whose membership will be comprised on one (1) elected representative from each school, one (1) the Director of Human Resources, and one representative of noncertified employees to be appointed by the Superintendent. The Advisory Committee will select its chairperson. The Advisory Committee is responsible for the development of procedures for administering the Sick Leave Bank and for processing, approving, or rejecting all applications. Beginning with the 1997-98 School Year, the elected representative from each school will rotate on the following schedule:

- PES; KGMS; KGES; KGHS; and SES.
- The employee must make application for this benefit. It is not automatic. Applications must be made ten (10) working days before benefits are to begin. Applications should be submitted to a Sick Leave Bank representative or the Human Resources Department.
 - Members are eligible for a maximum of forty (40) days per contractual year of Sick Leave Bank time.
 - Days drawn from the Bank for any one period of eligibility must be consecutive. However, additional periods of disability resulting from recurrence or relapse of the original illness may be covered in full on a continuing basis up to the annual maximum of forty (40) days. Otherwise, members must return to work and must meet the stated requirements before becoming eligible to utilize the Sick Leave Bank benefits again.
 - The first twenty (20) consecutive days will not be covered by the Bank, but must be covered by the employee's leave or leave without pay. A member of the Bank will not be able to utilize Sick Leave benefits until his or her own leave is depleted.
 - A doctor's certificate is required before a Sick Leave Bank member can use his or her benefits. This certificate is to be submitted with the Sick Leave Bank application for benefits. It must include the employee's full name and social security number. The doctor must indicate: a) the fact that the employee is unable to perform his/her duties because of an illness or injury; and (b) the date the employee ceased work; and; d) approximately how long the employee will be unable to perform his or her duties.
 - The Sick Leave Bank may be used when an enrolled employee is incapacitated by a catastrophic illness or injury. Conditions related to a noncatastrophic pregnancy are excluded from the Sick Leave Bank coverage. Benefits are for the enrolled employee only; family illnesses are excluded from the coverage.
 - Members utilizing benefits will not be required to replenish the benefits except as a regular contributing member of the Bank.
 - Employees on workman's compensation will not be permitted to draw from the Bank while receiving workman's compensation benefits.
 - Upon termination of employment or withdrawal of membership from the Bank, participating employees will not be permitted to withdraw their contributing days.
 - If the Sick Leave Bank is declared inoperative for any reason, the School Board will not be held responsible to anyone currently drawing from the Bank nor to anyone who may become eligible to participate in the Bank after it is declared

inoperative.

- An applicant may appeal the decision of the Sick Leave Bank Advisory Committee to the Human Resources Department. Further appeals will be made to the King George County School Board.
- Amendments recommended by the Sick Leave Bank Advisory Committee must be approved by a majority of the membership. All amendments are subject to approval of the King George County School Board.

PERSONAL INJURY LEAVE

Leave is granted to all employees for injury sustained on the job under the above terms and in accordance with provisions of the Worker's Compensation Act.

All on-the-job injuries must be reported to the immediate supervisor and an on-the-job injury form completed within twenty-four (24) hours.

PERSONAL LEAVE

The purpose of personal leave is to allow eligible employees to attend to urgent personal business that cannot be transacted outside the regular school hours, or to attend to emergencies that require the presence of the employee and are not permissible under the sick leave plan.

Personal leave shall be granted annually in accordance with the Fringe Benefit Schedule (GCBC-R).

1. One personal leave day may be accumulated from year to year, not to exceed four (4) days annually.
2. Personal leave days shall not be approved for days prior to or immediately following school holidays, for any category of employees, except that it may be granted for 245 day contract employees.
3. The Superintendent has the authority to approve requests for the use of personal days that are compatible with the intent of this policy.
4. Unused personal leave in excess of 4 days shall be transferred to the employee's sick leave after July 1 each year.

Personal leave shall be credited to employees according to the Fringe Benefit Schedule, GDBD-R.

BEREAVEMENT LEAVE

In the event of the death of a member of the immediate family of an employee paid leave shall not exceed three (3) days. Two (2) additional days may be granted by the Superintendent or his/her designee. For purposes of this policy, immediate family shall be defined as natural parents, foster parents, father-in-law, mother-in-law, step-father,

step-mother, grandparents, spouse, children, brother, sister, brother-in-law, sister-in-law, aunt and uncle.

HOLIDAY LEAVE

All 180-220 day contract employees of the King George County School Board are granted holidays in accordance with the adopted school calendar. All 245 day contract employees will receive only the days listed below unless otherwise approved by the School Board.

Independence Day	New Year's Day – January 1
Veterans Day	Martin Luther King, Jr. Day
Labor Day	Presidents' Day
Thanksgiving Day	Spring Vacation
Day After Thanksgiving	Easter Break
Christmas Eve	Memorial Day
Christmas Day	Juneteenth
New Year's Eve – December 31	

If an official school day is scheduled by Board authority for any of the holidays, 245 day contract employees shall report for duty as usual. If any of the above holidays fall on a weekend, the holiday will be taken on the first available weekday. Additional holidays may be granted at the discretion of the Board.

PROFESSIONAL LEAVE

Professional leave is provided to employees to allow individuals to participate in activities that further their professional development and/or further the educational mission of the division. Applicants for professional leave must complete form GCBD-F and file it with their immediate supervisor. Such professional leave shall not exceed five (5) working days at any one time and teachers may only have five (5) days per year unless approved by the Superintendent or his/her designee. All professional leave must be approved by the Superintendent or his designee.

VACATION LEAVE

Only 245 day contract employees shall earn vacation days for each month in which they have worked or in which they are on leave with pay for more than fifty (50) percent of the workdays. The Fringe Benefit Schedule GCBC-R indicates the amount of vacation leave allowed each category of employee.

Vacations must be approved in advance by the employee's immediate supervisor. Employees may accumulate up to thirty (30) days of vacation. Upon termination of employment, the employee shall be paid for unused vacation time.

RELIGIOUS PRACTICES AND OBSERVANCES LEAVE

Those employees who are members of religions for whom our school calendar does not

accommodate their religious holidays may make application to the Superintendent to request paid leave so that their religious practices and observances may be accommodated.

EDUCATIONAL LEAVE

The King George County School Board approves permitting educational leave for a maximum of two (2) teachers each year. Educational leave is without pay, but with a guarantee of a job in the area of endorsement upon completion of the leave. The leave may be for one year; any extensions beyond one year must be approved by the Board.

ELIGIBILITY: In implementing the Educational Leave policy, the following apply:

- The teacher must hold a continuing contract with a minimum of three (3) years experience in the King George County Public Schools;
- The teacher must be accepted into a graduate program in a four (4) year accredited institution of higher learning;
- The teacher must complete all of the processes of applying for the educational leave which include:
 - a. A completed letter of application.
 - b. A letter of admittance from the college or university.
 - c. Statement of personal, educational and professional objectives.
 - d. A recommendation from his/her principal.
 - e. Transcripts of course work already completed.
 - f. A personal interview with a selection committee if necessary.

SELECTION OF APPLICANT:

The deadline for application is March 15th of each year. The applicant will be notified of approval or disapproval by April 15th. In cases where there are more than two (2) applicants in a given year, a selection committee composed of teachers and administrators

will review the applications and make recommendations to the Superintendent. The selection committee will be recommended by the Superintendent and appointed by the Board.

The Superintendent will make the final recommendations to the Board and will serve as arbitrator in cases of deadlocks within the selection committee. The Board will render the final approval or disapproval of each applicant. Selection by the Superintendent or recommendations from the selection committee will be based on the following criteria:

- The educational leave requested provides knowledge and skill in the teaching area(s) assigned.

- The educational leave requested provides knowledge and skill in areas in which a shortage of trained personnel exists in the King George County Public Schools.
- The educational leave provides knowledge in an area, which is being expanded, created or anticipated in future, needs of the King George County Public Schools.

JURY DUTY

Employees called for jury duty during the term of the contract or agreement will be given a paid leave. Compensation received for jury service will be endorsed to and submitted to the Treasurer of King George County via the Financial Administrative Assistant.

This does not include expenses reimbursed to employee.

COURT APPEARANCES

Employees subpoenaed or summoned to appear in court for legal transactions shall be absent without loss of pay. In order to be paid under these circumstances, a copy of the subpoena or summons shall be transmitted to the Financial Administrative Assistant.

REQUIRED MILITARY RESERVE DUTY LEAVE

EMPLOYMENT BENEFITS

School Board employees who are called up for military duty are entitled to benefits while they are on active duty. These include:

Leave of Absence: Members of the military reserves are entitled to leaves of absence from their duties when they are called up for military duty.

Notice: Employers are entitled to advance notice that an employee will need a leave of absence for military duty unless such notice is precluded by military necessity. No specific amount of notice is required. The notice may be either oral or written. Employees should give as much notice as possible.

Pay: Activated military reservists are entitled to a total of fifteen (15) days of paid military leave per year.

Seniority: An activated military reservist shall not lose any seniority during his/her military service.

Accrued Leave: An activated military reservist shall not lose any accrued leave during his/her military service. However, activated military reservists may, at their request, use accrued vacation or annual leave while performing military duty.

REEMPLOYMENT

School Board employees who return from military duty have various rights established by law. These include:

Position: When the military reservist returns to School Board employment, he/she shall be restored to the position held when ordered to duty or to a comparable position.

Timing: Federal law spells out when an employee must return to his/her regular employment after his/her military service ends. The time periods depend on the length of the military service. If an employee is absent for military service for less than thirty-one (31) days, he/she must return to work at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period. For service periods between thirty-one (31) and one hundred eighty-one (181) days, the service member must submit an application for reemployment within fourteen (14) days of release from service. For service of more than one hundred eighty (180) days, an application for reemployment must be submitted within ninety (90) days of release from service.

Injured Employees: If an employee is injured or incurs a disability during military leave, the deadline for him/her to return to work may be extended for up to two (2) years. The employer must make reasonable accommodations for the employee's physical condition.

MATERNITY LEAVE

For the purposes of paid leave, pregnancy shall be considered as an illness and the employee may use accumulated sick leave during the period of pregnancy and as long as the employee is under the care of a physician or certified nurse-midwife who attests to this fact.

The Board desires to maintain a continuity of service by employees. The Board stresses the need to minimize the disruptive effect of an employee's absence on the students or the operation of the schools.

The Board shall protect the employee's position in the school for the remainder of the contract year following termination of pregnancy. The employee shall not lose earned benefits as a result of the pregnancy provided that: (1) she returns to work at the time agreed upon or when certified by her physician; or (2) she has been granted additional leave, including Family and Medical Leave.

LEAVE WITHOUT PAY

Leave without pay will be granted only after all appropriate forms of accountable leave (vacation leave, personal leave, or sick leave) are exhausted, or in accordance with the School Board Policies and Family and Medical Leave Policy.

When the employee does not specify the account from which to deduct leave, the payroll supervisor will charge leave consistent with leave policies in the following order if applicable: (1) annual leave; (2) personal leave; (3) sick leave; (4) leave without pay.

Exceptions will only be considered by the Superintendent upon written request by the employee.

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June 24, 2009, August 26, 2009, May 24, 2010, May 13, 2013,
March 27, 2023, March 25, 2024

Legal Refs.: Code of Virginia, 1950, as amended, section 22.1-78

State Board of Education Regulations Governing Sick Leave Plans for
Teachers VR 270-01-0044

The Uniformed Services Employment and Reemployment rights Act of
1994 (USERRA), 38 U.S.C. §§ 4301-4333 Rights and Responsibilities
Under USERRA for National Guard, Reservists, and Their Employers.

VA Law: VA Code § 44-93

Cross Refs.: GCBDD - Family and Medical Leave
GCBE - Family and Medical Leave
IC/ID - School Year/School Calendar