

Certified Personnel Leave	D.37
	Adopted: July 23, 2013
	Revised: July 18, 2023

Teachers

Unpaid Leave

A one (1) year unpaid leave of absence may be granted by the board for personal illness, further study, or rearing a child. With the exception of a personal illness or in cases of emergency, all leave requests shall be made prior to March 15. All requests for reinstatement from an approved leave of absence shall be made by March 15. Upon return from such leave, a teacher shall be guaranteed a position in the district for which he/she is qualified. If reinstatement has not been requested by the above date, the teacher will be deemed to have resigned his/her position with the district.

Professional Leave

The board is committed to the principle of providing and approving opportunities for the professional improvement of its certified staff. The superintendent may approve or designate specific personnel to participate in school-community activities, educational workshops and educational seminars. Personnel on approved professional assignment receive their rate of pay.

Personal Leave

Each teacher may be absent three (3) days for reasons of personal business. Personal business leave is not cumulative, however, at the end of each year, teachers' unused personal business leave shall be converted to sick leave days. Except in emergency situations, requests for personal business leave shall be made at least two (2) days in advance and may be denied by the administration when ten (10) percent or more of the teachers at a particular school have already been granted such leave. Personal business leave shall be granted on professional days with the superintendent's approval in advance. Such leave is charged as a personal business day and shall require the teacher to make up the missed professional day.

Except in emergency situations, personal business leave may not be utilized during the following times:

- The first or last five (5) working days of the school year.
- The day before or after a Hilldale School holiday or vacation period.
- Days when school remains in session despite adverse weather conditions.

Funeral Leave

Teachers shall be granted paid leave, of up to three (3) days per year, for a death in the family of first or second-degree relationship by affinity or consanguinity. Teachers will also be granted one (1) day of paid leave per year to attend the funeral of a family member not covered above. This leave is not cumulative. The superintendent is authorized to grant additional days for family bereavement and/or days for deaths outside the family not covered above, chargeable to sick leave.

Sick Leave

Personal Illness: At the beginning of each school year, each teacher shall be credited with ten (10) days of leave at full salary for personal accidental injury, illness, pregnancy, or accidental injury or illness in the immediate family, (spouse, child, parent, sibling, grandparent, grandchild, and corresponding in-laws). Unused sick leave shall be accumulated from year to year as long as the employee remains continuously in the system provided the maximum sick leave credit shall be reduced by one (1) day for every day that the employee is absent for reasons covered by the sick leave policy. Maximum sick leave credit at all times shall not exceed ninety (90) days.

The board shall keep a record of all sick leave accumulated and all sick leave lost above the maximum accumulation for each teacher. Upon retirement, the board shall report the total amount of sick leave accumulated and lost to the Oklahoma Teachers' Retirement System.

Attendance Bonus – Certified staff whose attendance exceeds 165 days shall receive an attendance bonus in accordance with the following schedule:

Days in Attendance	Additional Retirement Sick Leave Bank Days
171	1
172	2
173	3
174	4
175	5

Attendance bonus days shall be credited to the retirement sick leave accounts of eligible employees annually. When individual retirement sick leave bank days total 120 days, the district shall convert the above bonus to \$20.00 for each day accumulated annually.

Sick Leave – Extended Benefits

Extended Benefits: At the end of each school year, each certified employee shall be paid a bonus for unused days of sick leave credited that year and over the set amount that may be accumulated.

Upon legal retirement or termination of employment, each certified employee shall be paid a bonus for each unused sick leave accumulated up to 90 days at the following:

0 to 10 years of service in Hilldale Schools	\$14.00 per day
11 to 20 years of service in Hilldale Schools	\$20.00 per day
21 years and over of service in Hilldale Schools	\$25 per day

Family and Medical Leave

The Hilldale Board of Education agrees to comply with the terms and conditions of the Family and Medical Leave Act of 1993.

Administrators

Administrators shall have the following leave available except to the extent that different leave terms are provided by the administrator's contract.

Professional Leave

The board is committed to the principle of providing and approving opportunities for the professional improvement of its certified staff. The superintendent may approve or designate specific personnel to participate in school-community activities, educational workshops and educational seminars. Personnel on approved professional assignment receive their rate of pay.

Sick Leave

At the beginning of each school year, each administrator will be credited with one (1) day of sick leave for each month of the length of their contract for personal accidental injury, illness, pregnancy, or accidental injury or illness in the immediate family, (spouse, child, parent, sibling, grandparent, grandchild, and corresponding in-laws). Unused sick leave shall be accumulated from year to year as long as the employee remains continuously in the system provided the maximum sick leave credit shall be reduced by one (1) day for every day that the employee is absent for reasons covered by the sick leave policy. Maximum sick leave credit at all times shall not exceed ninety (90) days.

The board shall keep a record of all sick leave accumulated and all sick leave lost above the maximum accumulation for each teacher. Upon retirement, the board shall report the total amount of sick leave accumulated and lost to the Oklahoma Teachers' Retirement System.

Personal Business Leave

Administrators may be absent for three (3) days per school year for reasons of personal business without loss in salary. Such leave is not cumulative, however, at the end of each year, administrators' unused personal business leave shall be converted to sick leave days. Except in emergency situations, requests for personal business leave shall be made at least two (2) days in advance. Personal business leave shall be granted on professional days with the superintendent's approval in advance. Such leave is charged as a personal day and shall require the assistant principal to make up the missed professional day.

Except in emergency situations, personal business leave may not be utilized during the following times:

- The first or last week of school.
- The day before or after a holiday or vacation period.
- Days when school remains in session despite adverse weather conditions.

Sick Leave – Extended Benefits

Extended Benefits: At the end of each school year, each administrative employee shall be paid a bonus for unused days of sick leave credited that year and over the set amount that may be accumulated.

Upon legal retirement or termination of employment, each certified employee shall be paid a bonus for each unused sick leave accumulated up to 90 days at the following:

0 to 10 years of service in Hilldale Schools	\$14.00 per day
11 to 20 years of service in Hilldale Schools	\$20.00 per day
21 years and over of service in Hilldale Schools	\$25.00 per day

Retirement – Upon retirement from the school district, a school administrator shall be compensated for all unused vacation days.

Bereavement Leave

Administrators may be absent for three (3) days without loss of pay for a death in the family of first or second degree relationship by affinity or consanguinity.

Administrators may be absent one (1) day for a funeral without loss of pay for the death of a member of the family beyond the first or second degree relationship by affinity or consanguinity.

These leaves are not cumulative.

The first degree is defined as consisting of wife, husband, daughter, son, stepson, stepdaughter, mother, father, brother, sister, stepmother and stepfather. The second degree is defined as consisting of mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson and granddaughter.

Vacation

Twelve month administrators shall be entitled to one day of vacation for each month of employment. They may carry over up to 10 days for one year as vacation bank. Vacation bank must be used at the end of the year and will not carry over. Twelve month employees shall be compensated for all unused vacation bank.

Epidemics/Pandemics

District teachers and administrators shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order. Teachers and Administrators are not required to use leave for time lost in these circumstances if the campus is closed and no work is assigned.

This provision does not prevent the District from requiring teachers and administrators to telework from home or another site when the school campus is closed due to an epidemic. Teachers or administrators who have been directed to telework who are unable to work from home or another site due to illness or another reason should utilize their accrued leave to cover their absence.

Reference: 70 OKLA. STAT. §6-101, 70 OKLA. STAT. §6-104, 70 OKLA. STAT. §6-104.1, 70 OKLA. STAT. §6-104.5, 70 OKLA. STAT. §6-105, Atty. Gen. Op. No. 76-161.