

## ARTICLE VIII: LEAVES

### Section A: SICK/PERSONAL LEAVE

Paragraph 1: Accumulation: All full time teachers will be credited with 12 days of sick/personal leave at the beginning of each school year. Any unused leave from previous years shall accrue, provided the total does not exceed 130 days. Sick/Personal leave shall be prorated for any teacher who is contracted for less than full time or who begins employment after the beginning of the normal contract year or ends employment prior to the end of the contract year. Sick/personal leave shall be prorated for teachers on extended teaching contracts.

Paragraph 2: Accumulated Unused Sick/Personal Leave: Any days accumulated beyond 130 shall be compensated at a rate equal to the current substitute rate of pay for the district and shall be included in the June check. This benefit becomes effective upon the ratification of this contract and is not retroactive.

Paragraph 3: Use of Sick/Personal Leave:

- (a) The number of days used for personal leave or a combination of Sick/Personal leave within any school year shall not exceed the number of sick/personal leave days awarded for that contract year. Days contributed to the sick leave bank will be counted in this number. After the days awarded for the current year are used, only sick leave will be granted.
- (b) Sick/Personal Leave requests shall be made in advance whenever possible.
- (c) Planned Sick/Personal Leave of more than 2 days shall be submitted at least one week in advance.

Paragraph 4: Written Notification: The Board may require, following prior written notification to the teacher, that further use of sick leave days may require verification by a licensed physician or dentist.

Paragraph 5: Sick Leave Bank: The bank established has the following qualifications:

- (a) To participate, the teacher must have contributed a day of their leave. \* See note below
- (b) Once in the bank, you remain in the bank, until a new donation of days is needed or written notification is received by the HEA president prior to September 2.
- (c) When the balance of days in the bank drops below 120, a new donation of days will be necessary.
- (d) The teacher has used all of his/her accumulated leave.
- (e) An application requesting withdrawal of days from the SLB is filed with the governing committee, appointed by the Haysville Education Association.
- (f) The days drawn from the bank are used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family.
- (g) The maximum number of days that a teacher may withdraw from the bank will be determined by the governing committee. The bank will be administrated by the Haysville Education Association. Denial of the application to withdraw days from the SLB may be appealed to an appeal committee. The appeal committee shall consist of one person appointed by the HEA, one person appointed by the Board, and one

person appointed by the two members of the appeal committee. It is understood that the Board may appoint a teacher as its committee member. The decision of the appeal committee will be final.

- \* Employees who did not collect any days from the bank during the 2014-2015 school year will automatically become members of the bank for the 2015-2016 school year without the need of donating an additional day. Employees who received one or more days during the 2014-2015 school year must donate one day to continue membership in the bank. Employees who did not participate in the bank during the 2014-2015 school year must donate one day to become members for the 2015-2016 school year.