SOP - Leave Procedures for Teachers

**Guiding Principles.** The philosophy of leave benefits is to motivate and retain employees, while remaining compliant with Fair Labor Standards Act (FLSA) regulations.

- Teachers will submit leave in full-day or half-day increments.
- Leave should not increase an employee’s pay beyond the regular schedule.
- All leave types should be used for their intended purposes only and in accordance with School Board policy.
- When an employee is not able to work a full, regular schedule, applicable leave types should be used.
- Exempt employees do not receive overtime pay.

**Relevant policy information**
GCC – Leave Policy

**Applicability.** All exempt Schools employees on the teacher scale or classified as teachers shall follow these procedures. Due to schedules, leave may be taken in increments different from how a “day of leave” is earned as a benefit. For example, a 50% teacher earns 3.63 hours of sick leave per month, but may take 7.25 hours of leave when working full days every-other-day.

**Procedures for benefits-eligible teachers.** Teachers will submit all leave using the Time and Attendance System; however, teachers will not “clock in” and “clock out” on a daily basis.

**General procedures**

- Teachers will request all types of leave using the Time and Attendance System. Teachers will have one “bucket” for both sick leave and personal leave and should submit using full-day or half-day increments.
- Teachers should submit leave as far in advance as possible in order to secure a substitute, if needed.
- While any time out of the building for non-work purposes must be approved by the supervisor, teachers do not have to submit leave for when less than half of the employee’s day will be missed. For example, for a full-time teacher, this is less than 3.5 hours; 2 hours for a 4-hour employee. If more than half of a day will be taken, but some work will still be performed, the teacher would submit a half-day leave request in the Time and Attendance System. In general, if a teacher requires a full day sub, a full day of leave should be requested.
- Supervisors may determine whether a half-day or full-day of leave should be taken.
- Principals will establish and publish procedures for employees reporting unexpected absences. For example, a principal may require a phone call to the immediate supervisor or a designated employee in the front office. They may also establish procedures for securing a substitute.
- The Time and Attendance system will deduct leave using an automated process. If an employee submits leave after an absence, but does not have sufficient leave balances, the Time and Attendance System will automatically choose the leave type based on a
SOP - Leave Procedures for Teachers

A series of automated rules called “cascades.” Review the cascade rules for benefits-eligible employees here (see specific teacher information on pp. 3-4).

- When a full day is missed, teachers may receive Leave Without Pay (“LWOP”) if they do not have sufficient leave to cover an absence. The system will first take paid accrued leave and then do LWOP which may be split on a single absence. For example, if a full-time teacher who has 6.25 hours of sick leave left misses a full-day, the system will take 6.25 hours of sick leave and do 1 hour of LWOP.

- Teachers who are shared between multiple schools will submit time to the primary location supervisor. However, the teacher must still follow procedures to notify the other location(s) supervisor(s) and receive approval; it will just be done outside of the Time and Attendance System.

Procedures regarding substitutes

- Teachers will ensure a substitute is requested when coverage is needed using the Absence Management System. The Absence Management System will allow a request for a half-day or for a full-day substitute.

- There may be situations that a substitute is requested and the teacher does not need to submit a leave request.

Personal leave

- Personal leave may not be taken during the first 10 teaching days and/or the last 5 contract days, including any snow makeup days at the end of the school year.

- Personal leave may not be used immediately preceding or following a school holiday or another leave.

- Teachers should still request personal leave when leave is for personal reasons. The personal leave will be deducted from the sick leave accrual bucket. Personal leave accruals are added to the sick leave bucket.

Procedures for benefits-ineligible teachers. These are teachers who are less than 50% or 3.63 hours per day. While these teachers do not accrue paid leave, it is recognized that there will be occasions when they will need to be absent from work. They will still submit all leave using the Time and Attendance System but will not “clock in” and “clock out” on a daily basis.

General procedures

- Benefits-ineligible teachers will still request the appropriate type of leave using the Time and Attendance System. Generally, these teachers should take leave in full-day increments due to the small number of hours worked. Those teachers who are requesting a half-day should first consult with their supervisors to determine whether the request should be made through or outside of the Time and Attendance System.

**Timekeepers will need to change any LWOP on half-day requests to “No Leave Available” to keep pay whole.**

- Teachers should submit leave as far in advance as possible in order to secure a substitute, if needed.
SOP - Leave Procedures for Teachers

• Principals will establish and publish procedures for employees reporting unexpected absences. For example, a principal may require a phone call to the immediate supervisor or a designated employee in the front office. They may also establish procedures for securing a substitute.

• The Time and Attendance system will deduct leave using an automated process. If an employee submits leave after an absence, but does not have sufficient leave balances, the Time and Attendance System will automatically choose the leave type based on a series of automated rules called “cascades.” Review the cascade rules for benefits-ineligible exempt employees here.

• Since a benefits-ineligible employee does not have accrued leave, the teacher will receive Leave Without Pay (“LWOP) through the cascade process rules in full-day increments.

• Teachers who are shared between multiple schools will submit time to the primary location supervisor. However, the teacher must still follow procedures to notify the other location(s) supervisor(s) and receive approval; it will just be done outside of the Time and Attendance System.

Procedures regarding substitutes

• Teachers will ensure a substitute is requested when coverage is needed using the Absence Management System. The Absence Management System will allow a request for a half-day or for a full-day substitute.

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