

NAME: _____

SCHOOL: _____

DATE: _____

ABSENCE APPROVAL REQUEST FOR WESA AND NON-UNION CENTRAL OFFICE STAFF

CHECK ONE - please include explanation below:

ANNUAL LEAVE DAY

COMPENSATORY TIME/PERSONAL BUSINESS DAY*

BEREAVEMENT LEAVE

IMMEDIATE FAMILY CARE LEAVE USING SICK DAYS

[] First [] Second [] Third [] Fourth [] Fifth

JURY DUTY

IMMEDIATE FAMILY CARE LEAVE WITHOUT PAY

LEAVE WITHOUT PAY

*WESA employees are eligible for Compensatory Time; Central Office Non-Union staff are eligible for Personal Business Days according to established guidelines.

NOTE: Please contact the Assistant Superintendent directly for extended health leaves, maternity leaves, childbearing leaves, and other leaves not listed above.

DATE(S) OF ABSENCE FROM WORK: _____

EXPLANATION - required for all leaves except for Annual Leave and Compensatory Time, provided absence is approved by supervisor:

Signature

Date

Approved by Supervisor

Date

Approved by Assistant Superintendent

Date

1. Requests should be initiated at least two weeks prior to the date of absence whenever possible.

2. **ARTICLE XII – ANNUAL LEAVE**

12.2 All full-time employees (12-month) will be entitled to take annual leave with pay in accordance with the following schedule:

- a) after six months of work, six working days; plus one working day per month until the first anniversary of the employee's date of hire;
- b) on the first anniversary of employment, twelve working days;
- c) on the fifth anniversary of employment, seventeen working days;
- d) on the tenth anniversary of employment, twenty-three working days;
- e) on the fifteenth anniversary of employment, twenty-five working days.

A 10-month employee who is subsequently appointed to a full-time (12-month) position will be given credit for all prior service for purposes of determining entitlement to annual leave at the rate of one 10-month school year equaling one year of service

12.3 The normal annual leave period of 12-month employees is from July 1 through Labor Day. Under extenuating circumstances and upon approval of the immediate supervisor and the Superintendent or a designee, leave may be taken at other times during the year if practicable. Annual leave may not be accumulated from one fiscal year to another except with the prior written approval of the Superintendent or designee.

12.4 Whenever an employee is unable to use annual leave to which he is entitled because of retirement or death, the employee, or in case of death the employee's estate, shall be paid at the regular rate of compensation payable at the termination of employment in lieu of such annual leave.

12.5 Holidays occurring during annual leave periods are not counted as annual leave.

12.6 In extenuating circumstances and with approval of the Superintendent or designee, unpaid leave days may be granted for the care of an immediate family member, not to exceed 30 working days in a contract year. If the reason for the leave qualifies under the FMLA, and the employee is eligible for FMLA, the employee may take up to twelve (12) weeks of unpaid leave, which shall encompass the thirty (30) working days provided by this paragraph.

3. **ARTICLE VIII – SICK LEAVE**

8.4 Sick leave shall be granted for absence due to personal illness, injury, disability, or exposure to contagious diseases, except that employees may use up to five (5) days of accrued sick leave per contract year to care for members of their immediate family in the event of unforeseen short term illness. In addition, sick leave may be used during the period of certified disability resulting from the birth of a child.

4. **ARTICLE IX – MISCELLANEOUS LEAVE**

9.1 Bereavement Leave – An employee shall be granted up to five (5) school days of leave without loss of pay in the case of a death of a member of the immediate family defined as spouse, child, sibling, parent (including any individual who has acted in place of and as parent or spouse to the employee or employee's spouse); this provision applies to in-laws for the foregoing categories. An employee shall be granted up to three (3) school days of leave without loss of pay in the case of a death of a grandparent or grandchild; this provision applies to in-laws for the foregoing categories.

9.2 Jury Duty – Upon notification of an employee's immediate supervisor, an employee will be granted leave without loss of pay to serve, as long as the court may require (and shall report for work whenever excused), as a member of a jury. Any payment the employee receives for this duty shall be reimbursed to the Wayland Public Schools.

9.3 Parental Leave of Absence – The COMMITTEE agrees to abide by existing Federal and State statutes with respect to childbearing leaves for persons covered by this Agreement.

9.4 Other Leaves – An employee may be granted a leave of absence without pay upon the recommendation of the immediate supervisor and the approval of the Superintendent or a designee, provided such leave does not hamper the operation of the school(s). The employee must apply in writing for such leave of absence, including the reason for the leave of absence.

During a leave of absence, there shall be no accrual of sick leave or seniority. Upon conclusion of a leave of absence, the employee shall be reinstated to the position held prior to said leave or to another comparable position. Leave of Absence shall be defined as a period of not more than 12 months.

5. **ARTICLE XI – CLASSIFICATIONS, RATES OF PAY AND REIMBURSEMENTS**

11.8 Overtime – Overtime is defined as those hours worked in excess of thirty-five (35) hours. An employee who is required to work overtime by his/her immediate supervisor shall be compensated at time and one-half for all hours worked over thirty-five (35) hours, or by compensatory time to be taken as may be agreed upon by the employee and supervisor.

Earned compensatory time must be taken within the fiscal year of the date in which the time was earned. The employee will submit their request to their supervisor at least two (2) weeks in advance of using their earned compensatory time. If an employee is unable to use their earned compensatory time by the end of the fiscal year, up to 12 hours will be paid to the employee at their regular hourly rate. An employee's earned compensatory time record will be maintained by the building principal or designee..