

This policy shall apply to all employees of the Lee County Board of Education. All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with this policy or other leave policies enacted by the Board of Education.

1. *The Lee County Board of Education herewith provides a leave program for all school personnel that is earned at the rate of 1.25 days for each completed school month of service during a fiscal year. Personnel with 25 years of approved educational work experience and a minimum of 20 days of accumulated sick leave will earn 1.35 days for each completed school month.
2. *Unused leave will accumulate from one year to the next up to the maximum amount specified for each category of employment. Accumulated leave will be forfeited if the employee withdraws from service for twelve or more consecutive months, but may be reinstated in accordance with the provisions of Official Code of Georgia Annotated § 20-2-850. The additional day earned by employees with 25 years of educational work experience will be forfeited if not used by June 30 of the fiscal year in which the additional day is earned.
3. State leave days that have accumulated shall be transferred when a certified employee or bus driver changes employment to another local board of education in Georgia in accordance with the requirements of Georgia law. Likewise, the Lee County Board of Education accepts a maximum of 45 days accumulated sick leave for a certified employee or bus driver from another Georgia Public School System when the employees transfers to the Lee County system.
4. Leave may be used for:
 - Personal reasons, but only up to three days per school year and only upon approval by the Superintendent or designee. Staff with 25 years of approved educational work experience and a minimum of 20 days accumulated sick leave may use up to four days per school year and only with prior approval.
 - Religious holidays upon approval by the Superintendent;
 - Personal illness, physical disability (including disability related to maternity) or injury. A doctor's statement may be required and if there is disagreement with the doctor's statement of disability or ability, a physician of the same medical specialty as the employee's physician may be appointed for the purpose of receiving independent medical judgment;
 - Absence necessitated by exposure to contagious disease;
 - Absence due to illness or death in the employee's immediate family, which shall be interpreted to mean father, mother, brother, sister, child, husband or wife of the employee, grandparents, uncles, aunts, father-in-law, mother-in-law, brother-in-law,

sister-in-law, daughter-in-law, son-in-law or a any relative living in the residence of the employee.

5. Salaries of substitute employees shall be paid by the Board and not by the regular employee. Substitute employees are defined as those individuals employed to serve in lieu of regular employees who are absent for reasons specified in this policy.
6. Paid leave under this policy is authorized for the following categories of employees in the amounts shown in Schedule I.

Schedule I

	Certified Staff		Bus Drivers		Clerical		Paras		Maint & Cust		SFS Workers	
Leave days earned per month worked	1.25	*1.35	1.25	*1.35	1.25	*1.35	1.25	*1.35	1.25	*1.35	1.25	*1.35
Leave days that can be used for personal reasons	3.0	*4.0	3.0	*4.0	3.0	*4.0	3.0	*4.0	3.0	*4.0	3.0	*4.0
Days eligible for accumulation and transfer under State Law	45.0		45.0		0.0		0.0		0.0		0.0	
Total days eligible for accumulation under Local Policy	60.0		45.0		45.0		45.0		45.0		45.0	
* Employees with 25 years of approved educational experience and 20 days of accumulated sick leave.												

7. In the event of a personal or family tragedy or family members military deployment/return, up to three additional days of earned leave may be used upon approval of the Board.
8. Absence approved by the principal due to official duties with school-sponsored teams or clubs or due to other official duties will not count against earned leave.
9. Deductions in pay will be made for absences not covered by this leave program.
10. An employee may donate up to 10 sick leave days to his/her spouse if such spouse is also an employee of the Lee County School System. Sick leave may be donated for maternity leave, illness, illness of family members or death of a family member.

Jury/Witness Duty

There will be no loss of pay or benefits for absences resulting from service on the jury or as a subpoenaed witness in a case arising out of the individual’s duties as a school system employee, nor shall the employee be required to pay the cost of employing a substitute. Any compensation resulting from court duty for which official leave is claimed shall be returned to the Board of Education.

Military Leave

All employees of the Lee County Board of Education are entitled to paid leave not to exceed eighteen days in any calendar year for the purpose of complying with ordered leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Employees also are entitled to leave not exceeding thirty days in any one calendar year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States armed forces. Employees who have military commitments shall inform the director annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.