

## STAFF LEAVES AND ABSENCES REGULATIONS

All employee leaves and absences are subject to the following school division policy and regulations, including this regulation.

Definitions for the purposes of this regulation:

**Licensed Employee** - an employee whose position falls on the Licensed/Teacher Salary Scale as published by the Department of Human Resources.

**Administrator** - an employee whose position falls on the Administrator Salary Scale as published by the Department of Human Resources.

**Accrued Leave** - a benefit provided to the employee of set amounts of paid time off from work.

**Contracted Employee** - an employee whose position is not classified as casual and receives a salary notification each fiscal year.

**Support Employee** - an employee whose position falls on the Support Staff, Instructional Assistants, School Nutrition Services, Technology Services Support, or the Transportation Salary Scales as published by the Department of Human Resources.

### Accrued Leave

Licensed employees and administrators are advanced applicable sick, personal, and annual leave at the beginning of the contract year. Support employees accrue applicable sick and annual leave on a monthly basis, while personal leave is accrued at the beginning of the contract year. Details of the leave accrual rates are available in the Paid Leave Quick Reference Guide (attached) and on the Alexandria City Public Schools (ACPS) Department of Human Resources website.

### Leave Usage

Licensed employees and administrators may use leave in half day or full day increments. Support employees may use leave in quarter-hour, half day or full day increments.

### Leave Types

#### Annual Leave

Twelve-month contracted employees earn 10 to 24 days of annual leave each fiscal year depending on the employee group and years of service. Employees must request annual leave in advance and authorization must be given before annual leave can be taken. Support employees may carry up to 45 days of annual leave from one fiscal year to the next. Administrators' annual leave may be accumulated from one year to the next without limitation; however, a maximum of 45 days of annual leave will be paid out at termination.

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## **Personal Leave**

Contracted employees are advanced 4 days of personal leave at the beginning of the fiscal/school year. Employees may use personal leave for personal matters with advance approval of principal or supervisor, except in cases of emergency or circumstances which do not allow prior notice. Generally, personal leave may not be taken on days immediately before or after a holiday, winter or spring break, or at the beginning or end of the school year. Licensed and support employee groups may have a maximum balance of 8 personal days. Personal leave in excess of 4 days at the end of the fiscal year is converted to sick leave. For administrators, excess personal leave above 4 days will be converted into annual leave.

## **Sick Leave**

Sick leave is provided to all contracted employees. Full time employees earn 11 to 14 days of sick leave per fiscal year. There is no cap on the number of sick leave days an employee may accumulate. New employees may transfer up to 90 days of sick leave from other Virginia school divisions into ACPS.

Sick leave may be used for personal illness, medical appointments, or for the illness or death of a member of the employee's immediate family. Generally, medical provider's documentation may be requested by the supervisor in cases of absences of 3 or more consecutive work days. However, in cases of disciplinary actions, documentation for absences will be stipulated on a case by case basis.

For the purposes of the use of sick leave, a member of the immediate family includes spouses, children (biological, step, foster, adopted), step/parents, siblings, grandparents, parents-, children- and siblings-in-law, and a person for whom there is legal guardianship and/or medical power of attorney.

While on sick leave, employees may be eligible for Family and Medical Leave (FMLA). An absence due to sick leave of 5 or more consecutive work days must be reported to Human Resources for FMLA coordination. An employee's job is protected when absent from work for an approved FMLA leave. Employees continue to pay the same contributions for health insurance and are returned to the same or equivalent position held prior to leave. Employees who have worked at least 12 months and completed 1,250 worked hours may be eligible for Family and Medical Leave for up to 12 weeks. Family and medical leave may be granted for newborn, newly adopted or foster children; for caring for family members with serious health problems; or for recovering from a personal serious health condition. See policy GCBE for more details.

Licensed employees who have exhausted all of their leave may request an advance of the next fiscal year's sick leave accrual on a case by case basis. Leave may not be advanced for two consecutive years.

93 **Leave Accrual**

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Employee Group	Personal Leave Accrual	Sick Leave Accrual	Annual Leave Accrual
Administrators (12 months)	4 days advanced	14 days advanced	18 days advanced
Administrators (11 months)	4 days advanced	12.5 days advanced	N/A
Licensed (10 months)	4 days advanced	11 days advanced	N/A
Licensed (11 months)	4 days advanced	12 days advanced	
Licensed (12 months)	4 days advanced	13 days advanced	12 days advanced
Instructional Assistant (10 months)	4 days (4 x hrs per day) advanced	1st yr - 6.8 hours per month  2nd yr - 74.8 hours advanced (11 days)	N/A
Security Monitors (10 months)	4 days (4 x hrs per day) advanced	7.7 hours per month	N/A
Admin Support (10 months)	4 days (4 x hrs per day) advanced	7 hour employees: 7.7 hours per month worked  8 hour employees: 8.8 hours per month worked	N/A
Admin Support (11 months)	4 days (4 x hrs per day) advanced	7 hour employees: 7.95 hours per month worked  8 hour employees: 9.09 hours per month worked	N/A

Employee Group	Personal Leave Accrual	Sick Leave Accrual	Annual Leave Accrual
Admin Support (12 months)	4 days (4 x hrs per day) advanced	7 hour employees: 8.17 hours per month worked  8 hour employees: 9.33 hours per month worked	7 hour employees: 7 hours per month worked  8 hour employees: 8 hours per month worked
Educational Facilities Supervisors and Food Service Managers (12 months)	N/A	10 hour per each month worked	7.5 hours per month worked
Food Service Managers (10 months)	32 hours per year advanced	6 hour employees: 6.6 hours per month worked  7 hour employees: 7.7 hours per month worked  8 hour employees: 8.8 hours per month worked	N/A
Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (10 months)	4 days (4 x hours per day) advanced	6 hour employees: 6.6 hours per month worked  7 hour employees: 7.7 hours per month worked  8 hour employees: 8.8 hours per month worked	N/A
Maintenance, Custodial, Bus Driver and Monitor, Food Service Workers (12 months)	N/A	1.25 days per month worked	1 day per month worked plus bonus days

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97 **Accrual Dates**

- 98       ● 12 month employees - 2nd pay of July  
 99       ● 11 month employees - 2nd pay of August  
 100      ● 10 month employees - 2nd pay of September

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 102 For administrators (11 and 12 months), personal leave in excess of 4 days at June 30 of each year  
 103 shall be converted to annual leave and carried forward to each year without limitation. There is  
 104 no accrual limit on sick or annual leave.

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 106 For licensed and support employees (10, 11, and 12 months), personal leave in excess of 8 days  
 107 shall be converted to sick leave and will be carried forward to each year without limitation.

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 109 For support employees (12 months), annual leave in excess of 45 days at June 30 of each year  
 110 will be forfeited.

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 112 **Bereavement Leave**

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 114 In the event of the death of a member of the employee's immediate family, bereavement leave may  
 115 be granted for up to three work days after all accrued leave has been exhausted. For the purposes  
 116 of the use of bereavement leave, a member of the immediate family includes spouses, children  
 117 (biological, step, foster, adopted), step/parents, siblings, grandparents, and parents-, children- and  
 118 siblings-in-law. The leave must be taken between the date of death and day following the funeral,  
 119 all inclusive, provided that the employee submits valid proof of death and relationship upon  
 120 request.

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 122 **Short and Long Term Disability**

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 124 A short term disability period may run concurrently with an FMLA period. If approved by the  
 125 insurer, employees may be eligible for short term disability of up to 60% of salary upon exhaustion  
 126 of all accrued leave. Upon exhaustion of the short term disability period of 60 work days,  
 127 employees may be transitioned to long term disability benefits and will continue to be paid at 60%  
 128 of salary.

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 130 **Workers' Compensation Leave**

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 132 An employee who is absent due to an approved workers' compensation claim may receive salary  
 133 continuation for a maximum of 60 calendar days. Family Medical Leave (FMLA) and/or Health  
 134 Leave may be run concurrently with workers' compensation leave.

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 136 Employees must complete and submit the workers' compensation Notice of Injury, Physician  
 137 Selection, and Medical Records forms to the Department of Human Resources within 2 business  
 138 days of the incident. Forms are available on the ACPS Department of Human Resources website.

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 140 **Leave For Religious Observation**

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142 ACPS provides reasonable accommodations for sincerely held religious beliefs, practices, and  
 143 affiliations unless doing so would impose an undue hardship. While listed as a type of “leave,”  
 144 this is not a separate leave category.

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 146 Employees are granted up to three days in a fiscal year for religious observance without charge to  
 147 accrued leave. Absences due to religious observation must be made up at a time mutually agreed  
 148 upon by the employee and the supervisor. If the days are not made up, leave will be charged for  
 149 the absences.

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 151 An employee who seeks leave as a religious accommodation should submit a request to their  
 152 immediate supervisor at least 15 days in advance of the requested leave date(s). The supervisor  
 153 will approve the request provided that granting it does not cause undue hardship on program  
 154 operations, and the employee has not already been granted three days of religious leave during the  
 155 fiscal year.. If an employee elects to use personal leave, annual leave, or leave without pay for an  
 156 absence due to religious observations, the employee will not be required to make up any time.

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 158 Any additional days beyond the three days will be charged as personal leave, annual leave, or leave  
 159 without pay.

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## 161 **Other Leaves**

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 163 The appropriate documentation must be submitted to the Department of Human Resources for the  
 164 following leave types:

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### 166 **Donated Sick Leave**

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 168 In specific circumstances, and as approved by the Department of Human Resources, an ACPS  
 169 employee may donate sick leave to another employee. The Department of Human Resources will  
 170 review all sick leave donation requests and authorize solicitation of sick leave donations through  
 171 program managers or principals. Details regarding voluntary sick leave donation are available on  
 172 the ACPS Department of Human Resources website and in regulation GCBD-R2 -Voluntary  
 173 Donated Leave Regulations.

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### 175 **Jury/Court Duty and Other Civic Leave**

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 177 Employees are granted time off from work with pay to perform civic responsibilities such as jury  
 178 duty or courtroom appearances (excluding personal matters). A copy of the court order must be  
 179 submitted to the Department of Human Resources.

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### 181 **Military Leave, Reserve Training Leave**

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 183 Military leave is available to employees who are called to military service and to members of the  
 184 National Guard or an organized military reserve of the United States. The Department of Human  
 185 Resources will review requests and grant military/reserve training leave in compliance with State  
 186 and Federal law. See policy GCBEB for more details.

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188 **Professional Leave**

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190 Professional leave is available for attendance at professional activities, workshops, conferences,  
191 meetings and courses which are devoted to the improvement of professional skills or which are  
192 directly related to the employee's work. Professional leave must be approved in advance by the  
193 employee's direct supervisor. The amount of professional leave available each year is determined  
194 by the Superintendent.

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196 **Registered Employee Organization Leave**

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198 The registered employee organization may be granted a maximum of one hundred fifty (150)  
199 school days per year for members to carry out organization business. Employee leave requests  
200 must be approved by the supervisor, and the Leave for Registered Employee Organizations form  
201 must be forwarded to the Department of Human Resources at least five (5) days prior to the  
202 requested leave date.

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204 **Study Leave, Long Term Child Care Leave, Health Leave, Foreign Teaching Leave, Elected  
205 Office Leave**

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207 An extended leave of absence may be granted for professional full-time study or personal family  
208 responsibility such as Child Care Leave, Health Leave, Foreign Teaching Leave, Public Service,  
209 Study Leave, and Elected Office Leave. With the exception of the Long Term Child Care Leave,  
210 only employees who have achieved continuing contract or equivalent status are eligible to request  
211 long term leave. Employees may request these leave types by submitting a Long Term Leave  
212 Request form to the Department of Human Resources. Leave terms are as follows:

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- 214 ● Elected office leave – unpaid up to 1 year
- 215 ● Foreign teaching/public service leave – unpaid up to 2 years for employees who have  
216 achieved continuing contract status. Employees who are not on continuing contracts are  
217 not eligible.
- 218 ● Health leave – including paid and unpaid time, a maximum of 1 ½ years
- 219 ● Long term child care leave – unpaid up to 3 years from date of birth of the child.
- 220 ● Study leave - unpaid leave up to 2 years for employees who have achieved continuing  
221 contract status. Employees who are not on continuing contracts are not eligible.
- 222 ● Undesignated leave of absence – unpaid up to 1 year for employees who have achieved  
223 continuing contract status. Employees who are not on continuing contracts are not eligible.

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225 Employees on long term leave must notify the Department of Human Resources no later than  
226 March 15 of their intent for the following school year.

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228 Employees on long term leave may not change between leave types. With the exceptions of Health  
229 Leave and Long Term Child Care Leave, employees are limited to a maximum of two instances  
230 of each type of long term leave per tenure of employment.

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232 Employees who return from approved long term leave are guaranteed a position for which they are  
233 certified and qualified, provided such a position is available.

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235	<b>Leave Payout</b>	
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237	Employees may be eligible for a leave payout at resignation or retirement. Details of the leave	
238	payout are available on the ACPS Department of Human Resources website.	
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241	Established:	January 13, 2005
242	Revised:	June 23, 2016
243	Revised:	February 8, 2018
244	Amended:	June 6, 2024
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247	Legal Ref.:	Code of Virginia, 1950, as amended, § 22.1-78
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249	Cross Refs.:	GCBD Staff Leaves and Absences
250		GCBD-R2 Voluntary Donated Leave Regulations
251		GCBE Family and Medical Leave
252		GCBEA Leave without Pay
253		GCBEB Military Leave and Benefits
		GCQA Non-school Employment by Staff Members