

## **Professional Staff Leave**

Leave shall be granted to all professional/certified employees who are unable to render service due to injury, illness, quarantine or disability to themselves or their immediate family or who need medical or dental care from doctors in other cities for themselves or for members of their immediate family. Members of the immediate family for this policy are defined as: (1) members living in the immediate household, (2) daughter or son, and (3) parents of employee or spouse.

Professional staff leave may be accumulated at the rate of one day per month for contracted work onsite per year. If not used, leave days become part of cumulative leave days allowed. Professional staff shall be paid at certified sub pay per day accumulated leave in excess of 45 days and shall be paid in June each year.

Certified employees who exceed their contracted leave and accumulated leave will surrender the daily rate of pay as contracted unless volunteer sick days are donated in compliance of GCCAA-E.

Adopted: December 8, 1977  
Revised: November 9, 1978  
Revised: December 13, 1979  
Revised: December 22, 1980  
Revised: December 22, 1982  
Revised: December 15, 1985  
Revised: January 8, 1991  
Revised: December 10, 1991  
Revised: September 16, 1997  
Revised: March 11, 2003  
Revised: April 10, 2018  
Revised: February 17, 2026

CROSS Refs.: GBGA, Staff Health and Safety  
GCCAB, Instructional Staff Personal Leave  
GCCAD, Instructional Staff Bereavement Leave