

Personnel

Certified Personnel

Leaves

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Employed personnel of the school district may need to be absent for justifiable reasons.

Provisions for leave of certified and non-certified personnel are granted in accordance with negotiated contracts and state and federal statutes.

Professional Conferences and Visiting Days: Leaves not to exceed three school days with full pay and expenses, may be granted by the Superintendent to teachers for attending conferences or important professional meetings. In addition, each teacher may be allowed one school day for the purpose of visiting classes in some other school. Each teacher shall submit a properly executed request form and furnish a report to the Superintendent following the conference or visit.

Administrative Staff Trips: Trips which are out of state and have been approved/funded by the annual budgetary process and which do not require the transfer of more than \$200 into the appropriate travel account to compensate for expenses in travel or other associated costs may be approved by the Superintendent of Schools.

Jury Duty Leave: Any employee of the board of education who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee.

Childrearing Leave: Any employee (male or female) shall be entitled, upon written request submitted to the Superintendent of Schools, to an extended leave without pay for the purpose of childrearing following the birth or legal adoption of a child. Reinstatement shall occur on the first day of a marking period. Maximum length of childrearing leave is one year plus any fraction of a year to coincide with reinstatement dates.

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Childrearing leave shall be subject to the following provisions:

1. Employees requesting leave shall submit written notice not less than thirty (30) days prior to the anticipated date of commencement of the leave.
2. Employees on leave of absence must notify the Superintendent, in writing, prior to February 1st of his/her intention to return for the following school year.
3. Employees receiving such leave shall be guaranteed their position or a comparable position, if available, upon return.
4. Only one spouse, if both are employed by the Vernon Public Schools, will be granted childrearing leave at a time.
5. Teachers on leave will be eligible to participate in any of the contractually provided insurance programs at his/her own expense.
6. Childrearing leave shall run concurrently with Family Medical Leave.
7. Experience on the teacher salary schedule shall be granted to such teachers who work more than half the school year (i.e., ninety-three (93) or more days).

Other Circumstances: The Superintendent, with board of education approval, may grant special leave to board of education employees in accordance with negotiated contracts.

Extended Absence: When employees are absent from school beyond the regularly granted leave, payment of salary will cease unless approval to continue payment is obtained from the Board of Education.

Professional: Leave of absence for travel or study may be granted by the Superintendent of Schools after two years of service. A letter of intent must be presented to the Board of Education before May 1st for leave of absence starting in September of the same year.

Approved Study and Exchange Teachers: Leave of absence for a teacher with three years' teaching experience may be granted for study and exchange purposes officially approved by the Board of Education.

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Limits: Leaves of absence are limited to ten (10) school months in any five-year period. Exceptions may be granted upon request from the superintendent and approved by the board of education.

Salary Schedule: While a teacher is on leave of absence, the teacher's position on the salary schedule remains static. When the teacher returns to service, he/she assumes the same position on the salary schedule held prior to the leave of absence if said teacher has taught at least half the work year during that school year. These provisions are applicable to all leaves except for those teachers covered by the section on Approved Study and Exchange Teachers.

Guaranteed Return: Teachers receiving a leave of absence for one year shall be guaranteed their position or a comparable position, if available, upon return, provided that the Superintendent of Schools is notified by February 1st. If a leave of absence is granted for further educational study, teachers shall be granted their same position or a comparable position, if available, upon return, providing the Superintendent of Schools is notified on or before February 1st of the year of the return.

Sabbatical Leave for Certified Staff below the Rank of Superintendent of Schools:

The Superintendent shall review and approve worthwhile programs for professional improvement subject to the following conditions.

- Programs for professional improvement shall include planned programs of study, combined travel and study, research, writing and publication.
- No more than one percent of the total staff shall be absent on sabbatical leave at any one time.
- Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be required no later than February 1st of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of February 1st shall be waived at the discretion of the Superintendent when fellowships, grants or scholarships awarded later in the year make such a deadline unreasonable.

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Sabbatical Leave - continued

- The Superintendent shall review such requests and forward his recommendation to the Board of Education for final approval.
- The teacher shall be eligible for an initial sabbatical leave after at least seven consecutive full school years of active service in this system. A second sabbatical may be granted after another five-year period.
- A sabbatical leave shall be for a full academic year, and the professional staff member shall be paid at fifty percent of the annual salary rate, provided that the total compensation of any program grant, scholarship, assistantship, or other compensation and the sabbatical pay does not exceed the teacher's full annual salary rate. In this instance "full annual salary rate" shall be defined as that salary from which retirement is deducted.
- The teacher, as a condition to the acceptance of the sabbatical leave, shall agree to return to employment in the system for three (3) full years. In the event the teacher shall not return, the teacher shall reimburse the Board fully for all sabbatical payments. In case a teacher returns for a part of the three year period, the reimbursement will be prorated. In the event of default, the Board of Education will exercise whatever means available to collect all monies not repaid.
- The year of absence will be designated as a year of credit on the salary schedules. The Board of Education will insure maintenance of the position. The sabbatical shall not affect continuity of service nor accrual of seniority toward longevity benefits.
- All fringe benefits provided for the professional staff will be granted to the recipient.

Injury Leave: as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of assigned duties. Employees covered by separate agreements are excepted from this provision.

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Injury Leave - continued

The Board of Education covers its employees with worker's compensation insurance which pays employees a percentage of their salary or average earnings during the period of disability. The Board, in case of injury leave, shall supplement the payments of the Town of Vernon Self Insurance Funds so that employees will receive full pay during their absence for a period not to exceed three months. For each employee pay day that occurs during the three month disability period, the Board of Education shall pay the employee's regular pay. The worker's compensation check when received by the Board will be paid to the employee in lieu of their regular wages to the full extent of their regular salary up to three months. Except in cases of deliberate carelessness or gross neglect of reasonable cautiousness in performance of duties, an employee will not lose sick time because of a job-connected injury.

In case of disability extending beyond three months, the Board of Education, upon recommendation of the Superintendent of Schools, may grant an extension of salary payments, not to exceed six (6) months.

All payments on injury leave shall be subject to the statutory regulations for Workers' Compensation Insurance and shall not be payable if the accident shall have been due to intoxication or willful misconduct on the part of the employee.

The board of education recognizes that absences for such reasons are justifiable and will provide for employee absences as authorized by law and negotiated agreements with bargaining units.

Legal Reference:

Connecticut General Statutes

1-4 Days designated as legal holidays.

10-156 Sick leave.

10-156b Tenure and sick leave rights of teacher on regionalization of school and dissolution of regional school district.

10-156c Military leave.

10-156d Re-employment after military leave.

**Revised: 6/24/02
6/09/03**