

## **SUPPORT PERSONNEL LEAVE**

### Sick Leave

The Board of Education provides sick leave for all full-time employees at Mid-America Technology Center. Sick leave is to be granted to employees who are absent from their duties due to personal accidental injury, illness or pregnancy, or accidental injury or illness in the immediate family. This also includes dental, physical, and eye examinations for the employee and dependents in the immediate family. Immediate family is defined as parent, sibling, spouse, child, grandparent, or grandchild.

Certified personnel on ten-month contracts will receive ten (10) days sick leave. Certified personnel on eleven-month contracts will receive eleven (11) days sick leave and certified personnel on twelve-month contracts will receive twelve (12) days sick leave. Sick leave will be vested at the beginning of each school year, cumulative to sixty (60) days for 10-month employees, 66 days for 11 month employees, and 72 days for 12 month employees.

When an employee must take sick leave, notification should be given as soon as possible. This may be done in one of two ways: Personally contact your immediate supervisor at home or contact them at school. Employees should not call other school personnel to report their absence. If possible, employees should give notice of a need to be absent personally, not through a third party, such as a spouse. On occasions, when an employee has taken a day of sick leave and must be off another day, the Superintendent or Assistant Superintendent should be notified before 3:00 p.m., if possible, to facilitate planning for the next day's classes. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination.

Pay for sick leave will be at the current salary rate then in effect during the contract period for which leave is taken. Pay for sick leave is limited to the number of hours per day for which the employee is regularly employed.

Any misuse or use of sick leave for other purposes may result in disciplinary action including but not limited to suspension, non-renewal, or termination.

~~If after exhausting all sick leave, a certified staff member is absent from his/her duties for personal accidental injury, illness, or pregnancy the employee shall receive for a period not to exceed twenty (20) days his/her full contract salary less the amount actually paid a certified substitute teacher for his or her position if a certified substitute teacher is hired; or normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.~~

A donee may not use any donated sick leave until his/her own sick leave earned pursuant to Title 70, section 6-104 of the Oklahoma Statutes and all other earned leave and vacation time has been exhausted. The donee may use sick leave only for the purposes specified in this policy.

~~Note: Employees using donated sick leave are not required to take their statutory 20 days of leave at the substitute deduct rate until all of their available sick leave sharing days have been used.~~

The sick leave received by the donee will be designated as donated sick leave and will be maintained separately from all other sick leave balances. The donee will receive his/her regular rate of pay.

Donated sick leave not used by the donee during an occurrence of shared sick leave shall be returned to the donating employee(s). The donated sick leave remaining will be divided among the donors on a prorated basis based on its original donated value, returned at its original donor value and reinstated to the annual leave balance of each donor.

The amount of leave to be donated is limited to thirty (30) days per request and is limited to a maximum accumulation of one hundred-fifty (150) days during the employee's employment with the district.

District employees may not donate excess sick leave that the donor would not be able to otherwise take.

Donors may donate only days that are earned and accumulated and must do so in writing. The donor may donate any amount of sick leave in one-half ( $\frac{1}{2}$ ) day increments provided the donation does not cause his/her sick leave balance to fall below maximum cumulative days allowed (sixty (60) for ten-month contracts, sixty-six (66) for eleven (11) month contracts and seventy-two (72) for twelve (12) month contracts.

Any contribution of sick leave by one employee to another is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave under this policy.

#### Transfer of Sick Leave

Unused sick leave cumulated in another Oklahoma Public School district may be transferred to Mid-America Technology Center when employed, limited to the maximum number of days allowed. The sending school district shall certify the exact number of days eligible for transfer. Sick leave transferred to Mid-America Technology Center from another Oklahoma Public School district will be used first, when the employee must be absent for medically related reasons and is ineligible for any payment made by Mid-America Technology Center for unused sick leave.

## Vacations

Twelve (12) month employees under contract with the board of education will be granted an annual Leave with pay under these terms:

Annual leave will be accrued monthly and be granted on the last day of the month.

Members of the staff assigned to housekeeping, maintenance, or transportation will be entitled to vacation time with full pay, according to the following divisions of continuous service:

One (1) through ten (10) years of service - .833 days per month - Two (2) weeks of vacation

Eleven (11) or more years of service - 1.25 days per month - Three (3) weeks of vacation

Employees eligible for a vacation shall take their vacation at a time approved by the superintendent.

Reference: Okla. Stat. tit. 70 §§ 6-104, 6-104.1, 6-104.5, 6-105  
Atty. Gen. Op. No. 76-161.

## Attendance Incentive

An attendance incentive payment is available to qualified personnel for unused sick leave over the maximum carryover of (60, 66, or 72 days) days and unused personal business leave up to a maximum of three (3) days.

If no sick days and personal business leave days are used during the year, then employee shall receive an attendance incentive of \$750 for 12 month, \$700 for 11 month, and \$650 for 10 month employees. The amount will be reduced \$50 per day used.

When a full-time staff member retires, unused sick leave may earn the incentive.

When the Board of Education changes or deletes a program and the result is the elimination of a teacher's position, that employee, at the end of his/her contractual employment, may earn the attendance incentive.

This policy excludes pay for supplementary contracts such as, but not limited to, curriculum development, short term adult instruction and consulting.

This incentive payment may occur following the end of each fiscal year by reimbursing the employee. This incentive payment will be contingent upon district funds available and approval by the Superintendent and Board of Education on an annual basis.

### Early Release

The Board of Education grants authorization to the Superintendent to authorize early release as deemed appropriate. Early release allows employees to leave the work day earlier than their normally scheduled end time without taking leave or away without pay, if they are able.

### Holidays

All full-time employees assigned to administrative, instructional, and clerical services will be entitled to the holidays listed on the school calendar, plus Memorial Day and July 4th, if it is included in their contract time. Full-time employees assigned to housekeeping, maintenance, or transportation will be entitled to the following nine (9) holidays:

New Year's Day - Two (2) days  
Martin Luther King Jr. Day - One (1) Day  
Memorial Day - One (1) day  
Juneteenth - One (1) day  
July 4th - One (1) day  
Labor Day - One (1) day  
Fall Break - One (1) day  
Thanksgiving - One (1) day  
Christmas - Two (2) days

### Salary Payment after Leave is Exhausted

~~When an employee has exhausted all accumulated sick leave, personal leave, and remains absent from his/her assigned duties due to personal illness, injury, or pregnancy, the employee may receive, for a period not to exceed twenty (20) working days, his/her full contracted salary, less the amount normally paid to a qualified substitute employee.~~

### Abandonment of Position

Any employee who is absent from duty for three (3) consecutive days without proper notification and/or proper authorization thereof, shall be deemed to have resigned his/her position.

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