

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-18
Subject: LEAVE REQUESTS	Date of Issue: 5/18/82
Preparing Office: Office of the Superintendent	Amended: 5/6/11

I. Policies 303 and 321

II. Procedures

A. Temporary Leaves of Absence

1. Annual Leave

Annual leave entitlement is outlined respectively in the FASSE and FCTA negotiated agreements. Annual leave requests must be approved by the immediate supervisor.

2. Personal Leave

Personal leave entitlement is outlined respectively in the FASSE and FCTA negotiated agreements.

3. Sick Leave

Sick leave requests must be approved by the immediate supervisor.

4. Bereavement Leave

a. Up to five (5) days at any one time in the event of the death of an employee's spouse, child, grandchild, son-in-law, daughter-in-law, parent, father-in-law, mother in-law, sibling, sister-in-law, brother-in-law, and those who stand in the same status as determined by the executive director of human resources. Except in unusual circumstances, days will be used consecutively.

b. An employee will be granted up to three (3) days at any one time in the event of the death of a grandfather, grandmother, grandfather-in-law, grandmother-in-law, aunt, or uncle, and those who stand in the same status as determined by the executive director of human resources. Except in unusual circumstances, days will be used consecutively.

c. An employee will be granted one (1) day in the event of the death of a niece or nephew and those who stand in the same status as determined by the superintendent.

5. Professional Leave

This leave is defined as voluntary professional meetings and conferences identified by the employee's immediate supervisor as not required for the job, but related to their assignment. Such leave, available on a limited basis, requires the approval of the immediate supervisor and the individual responsible for the professional leave account.

6. Leave Without Pay

- a. Only under extenuating circumstances may personnel receive leave without pay.
- b. All leave without pay requests require the advance approval of the executive director of human resources.

7. Leave Due to Religious Observance

- a. Ten-month employees may use:
 - (1) personal leave,
 - (2) one day of leave without pay, provided that advance approval of the executive director of human resources is obtained as provided in section A.6.b. above, and/or
 - (3) two days of leave with pay with approval by the principal/supervisor, provided that the employee makes up the time during the same fiscal year as determined by the principal/supervisor. A written agreement between the ten-month employee and the supervisor, made prior to the leave day, will stipulate how and when the employee's time will be made up. If the employee does not make the time up within the fiscal year, the employee's pay will be docked.
- b. Prior approval for leave with pay must be obtained from the principal or immediate supervisor. Prior approval for leave without pay must be obtained from the executive director of human resources, following the recommendation of the principal or immediate supervisor. The principal or immediate supervisor may request verification of absence from work from an appropriate religious authority when leave is without pay or extended day as authorized. Twelve-month employees may use annual leave for religious purposes.

8. Leave Without Pay Due to Personal Disability

- a. A temporary leave of absence, without pay, due to personal disability is available to any employee under the following conditions:
 - (1) The employee has exhausted sick leave and is still disabled.
 - (2) Medical verification of the disability shall be submitted by the employee to the human resources department on the medical disability form.
 - (3) The human resources department shall establish the specific leave time for each employee. Normally, this time shall not exceed two months although exceptions may be granted by the human resources department.
 - (4) Health and life insurance premiums shall be paid by the Board during the temporary leave of absence.

9. Leave With Pay for Jury Duty

Staff members are entitled to a temporary leave of absence with full pay for time necessary for jury duty. If the employee is released from jury duty on any day in time to allow the employee to return to work and work for two or more work hours, the employee is expected to return to work. The substitute may remain in the job assignment or be assigned at the discretion of the immediate supervisor.

10. Military Leave (Reference COMAR 13A.07.02.03)

- a. Definition: "Whenever the words "national guard," "militia," "organized militia," or "military forces" appear in this article, they shall be construed to cover the naval militia or naval forces of this state, wherever applicable and wherever the "army regulations," "secretary of the army" or similar words appear they shall be construed to read "navy regulations" "secretary of navy," etc., In all matters pertaining to the naval forces of the state." (Annotated Code of Maryland, Article 65, Section 56)
- b. All public school system employees who are members of the organized militia or of the army, navy, air or marine reserve, shall be entitled to a leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be engaged infield or coast defense or other training ordered or authorized under the provisions of Article 65, Annotated Code of Maryland, or under any law of the United States, during such time as they are on inactive duty training, not to exceed 20 days annually.
- c. All public school system employees who are members of the organized militia, and who are ordered to active duty under authority of the governor, shall be entitled to a leave of absence without loss of pay, time, or efficiency rating for the time they are actually serving under the active duty orders, in addition to the 20-day period specified above.

- d. The employee requesting military leave must submit a written application and a copy of the military orders.
 - e. Employees shall further have all obligations, additional rights or protections that may be afforded under the Uniformed Services Employment and Re-employment Act, Title 38, U.S. Code, Chapter 43. (USERA)
- B. Family and Medical Leave is addressed in Regulation 300-42.
- C. The immediate supervisor of the employee is the person who evaluates the employee. The transportation manager, for purposes of leave approval, is the immediate supervisor of all bus drivers.
- D. In every instance, a copy of the leave request is to be retained by the person in charge of submitting the exception register.
- E. Liberal Leave is addressed in Regulation 400-2, Section II. K.

Approved:

Original signed by

Linda D. Burgee
Superintendent