



## **SECTION V: EMPLOYEES**

## **POLICY 5000**

### **ADMINISTRATOR LEAVE**

#### **Sick Leave**

Sick leave will be provided to administrators at the rate of one (1) day for each month worked. An administrator may accumulate up to 120 days of sick leave. The cumulative sick leave allowances for permanent part time administrators shall be proportioned to the amount of time worked.

An administrator may use sick leave for personal accidental injury, illness, pregnancy, or accidental injury, or illness in the immediate family. Immediate family is defined as spouse, parent, sibling, child (this includes foster child), grandparent, or grandchild, and corresponding in-laws and corresponding step relatives.

Any misuse or use of sick leave for other purposes may result in disciplinary action or termination. The district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits, particularly at the following times:

- Administrator is absent for three (3) or more consecutive days
- Days immediately preceding or following holidays or non-work days other than weekends

If an administrator fails to provide the requested documentation for their illness/injury, resulting in absences in excess of their annual sick leave accrual, this could be considered excessive absenteeism and a misuse of sick leave.

Sick leave may be used for routine dental or medical appointments. It is the responsibility of the administrator to enter the absence in Frontline.

When an administrator has exhausted all accumulated sick leave, the administrator may request sick leave donations under the School District's Sick Leave Donation Policy.

A newly hired administrator shall be credited a maximum of sixty (60) days for sick leave earned in another Oklahoma public school district provided:

1. The administrator was employed by an Oklahoma public school district the preceding school year; and
2. The number of days to be transferred into the School District has been certified in writing by the sending school district.

#### **Maternity Leave**

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. If your child is born during the summer months or a



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holiday break (or your leave overlaps with a school break), the law requires that these non-contract days be included within the six weeks available to you. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. You must use this maternity leave before any other paid leave. A school district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, maternity leave provided must be used prior to any shared sick leave available under the district's program.

#### **Parental Leave**

The district will provide full-time employees who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to one (1) week of paid leave immediately following the birth of the employee's child and to care for such child, or immediately following the adoption or foster care placement of a child, for a maximum of one (1) time per contract year. If your child is born or the adoption or foster care placement occurs during the summer months or a holiday break (or your leave overlaps with a school break), these non-contract days will be included within the week available to you. Parental leave is not in addition to the six (6) weeks of paid maternity leave.

#### **Personal Business Leave**

The district shall provide for all administrators three (3) days of unrestricted personal business leave per school year. Administrators hired within a school year, may receive a prorated amount according to hire date.

Requests for personal leave shall be made in advance of time needed, when possible. Personal leave may not be used before or after a holiday, except with prior supervisor approval.

Administrators will have the option of either rolling over their unused personal business leave days to sick leave or receiving payment at the certified substitute rate for each unused personal business leave day.

An additional three (3) days of personal business leave with full pay can be utilized each year for military family leave. Formal documentation of the occasion (graduation, deployment, return to stateside, etc.) must be provided to human resources at least five (5) business days in advance of the absence. Proof of attendance shall be given to the site principal or supervisor upon return. This leave may be utilized for immediate family members. For this purpose, immediate family member is defined to be husband, wife, son, daughter, mother, father, brother, sister, foster children, grandparent, grandchild, and corresponding in-laws and/or step-relatives.

#### **Bereavement Leave**

All administrators will be granted bereavement leave as follows:

**Five (5) days:** In the event of the death of a spouse, child, parent, or corresponding



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in-laws or corresponding step relatives.

In the event of the death of a spouse or child, an employee may use an additional five (5) days of sick leave, if available, without the requirement of medical paperwork.

**Three (3) days:** In the event of the death of a sister, brother, grandparent, grandchild, or corresponding in-laws or corresponding step relatives.

**One (1) day:** In the event of the death of an aunt, uncle, niece, nephew, or corresponding in-laws or corresponding step relatives.

Bereavement leave may be taken any time within thirty (30) days of the death of the relative. Days do not have to be taken in consecutive order.

The District reserves the right to require proof of the death before allowing bereavement leave.

### **Jury/Legal Leave**

Jury duty should be submitted through Frontline with a copy of the jury summons attached. Legal leave may also be requested for legal proceedings affecting employment, the school, or the district. Personal legal proceedings do not fall under jury/legal leave and employees own personal or vacation leave may be utilized.



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#### **Vacation Leave**

Administrators in full-time, twelve (12)-month assignments shall be allowed vacation time annually according to the following schedule:

Less than 10 years of service: 20 days  
10 or more years of service: 25 days

Vacation time shall accrue at the following rate based on qualifying years of service:

Less than 10 years: 1.67 days per month  
10 or more years: 2.08 days per month

To be eligible for the career vacation schedule of 10 or more years of service, an administrator must have completed 10 or more years of service with Broken Arrow Public Schools or any other educational entity.

Vacation must be requested three (3) days in advance of the time needed and requires supervisor approval. In extenuating circumstances, the supervisor may approve vacation without prior notice, if it does not interfere with the operations of the district.

Administrators may accrue a maximum of 240 hours (30 days). No further vacation time will be earned until vacation time has been used to reduce the number of accrued hours below 240.

Administrators on unpaid leave do not accrue vacation benefits.

Unless otherwise provided by an administrator's contract, upon termination of employment, each administrator shall be entitled to be paid for all accrued unused vacation days at their daily rate for the current school year.

Vacation will accrue from the first month of employment. Vacation will begin to accrue on the last Monday of the month following start date.

To facilitate a smooth transition in staffing, vacation time shall not be taken during the notice period prior to voluntary employment termination, unless an emergency situation is documented. Such exceptions require approval by the Human Resources department.

In the event assignment to a full-time, 12-month position is made after the start of the fiscal year (July 1), or initial employment occurred after the start of the fiscal year (July 1), vacation will be pro-rated for that year.

#### **Epidemics/Pandemics**

District teachers and administrators shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order. Teachers and Administrators are not required to use leave for time lost in these circumstances if the campus is closed and no work is assigned. This provision



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does not prevent the District from requiring teachers and administrators to telework from home or another site when the school campus is closed due to an epidemic. Teachers and administrators who have been directed to telework who are unable to work from home or another site due to illness or another reason should utilize their accrued leave to cover their absence.

#### **Employee Association Leave**

An administrator may request a leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The administrator requesting employee association leave must provide the district superintendent, or their designed, with proof of election and proof of the term of office for the national, statewide, or school district employee association. Proof of election must include certification by the employee association of the date of the election and the results of the election.

The board of education may, in its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the district, regardless of whether the benefit is paid by the administrator on leave or the association for which the employee is serving as an officer, director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the administrator's position with the district will be maintained without advancement on the salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the administrator on leave will not accumulate service credit within the Teacher's Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the administrator may return to their former position or a comparable position.

During the leave of absence, the administrator granted leave will be prohibited from accessing district office space.

Reference: 70 OKLA. STAT. §6-101, 70 OKLA. §6-104, 70 OKLA. STAT. §6-104.1, 70 OKLA. STAT. §6-104.5, 70 OKLA. STAT. §6-105, Atty. Gen. Op. No. 76-161.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, July 10, 2017.*  
*Broken Arrow Board of Education policy revised, June 25, 2018.*  
*Broken Arrow Board of Education policy revised, August 10, 2020.*  
*Broken Arrow Board of Education policy revised, October 11, 2021.*  
*Broken Arrow Board of Education policy revised, November 7, 2022.*  
*Broken Arrow Board of Education policy revised, November 6, 2023.*