



SECTION V: EMPLOYEES

POLICY 5015

CERTIFIED EMPLOYEE LEAVE

Sick Leave

The board of education grants sick leave with full pay to all full-time, certified employees for the purpose of providing a degree of individual and family security during times of illness or injury.

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 one hundred twenty (120) working days.

Sick leave is interpreted as the time when personal illness, accidental injury, pregnancy, or personal illness in the immediate family keeps an employee from being present to conduct his/her regular daily work. Immediate family is defined as parent, sibling, spouse, child, grandparent, or grandchild and corresponding in-laws and corresponding step relatives.

Teachers are encouraged to schedule doctor appointments outside of the school day; however, when not possible, sick leave may be used for dental, physical and eye examinations for employee and dependents in the immediate family. It is the responsibility of the teacher to enter the absence in Frontline.

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, particularly at the following times:

- Employee is absent for three (3) or more consecutive days
- Days of unusual or inclement weather
- Days immediately preceding or following holidays or non-work days other than weekends
- During the last four (4) weeks of employment.

If an employee 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.

When sick leave is exhausted, the teacher shall receive full contract pay for an additional twenty (20) days less either:

- the amount actually paid his/her substitute teacher, if a certified substitute teacher is hired;
or
- the amount normally paid for a certified substitute teacher, if a certified substitute teacher is not hired.

Leave Without Pay

If a teacher's absence exceeds the number of leave days accumulated, each day will be deducted at the teacher's daily rate of pay. Requests for leave from regularly assigned duties for the purpose of personal vacation shall be discouraged. If leave exceeds personal days available, the remainder of leave will be deducted at the teacher's daily rate of pay. Prior approval should be obtained from the principal and the Human Resources department.



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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 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 certified personnel three (3) personal business leave days per school year. If a certified employee needs more than three (3) personal days, they may use up to two (2) additional personal sub-deduct leave days.

For continuity of instruction, teachers are encouraged to avoid using personal business leave days:

- During the first or last five (5) instructional days of school
- Before or after school breaks and holidays
- During state, district, and/or school-wide assessment events
- Scheduled professional development days

Requests for personal leave shall be made three days in advance of time needed, if possible. It will be the teacher's responsibility to log their absence in Frontline.



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Teachers 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. This does not apply to the two (2) additional unused personal sub-deduct leave days.

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 upon return. This leave may be utilized for immediate family members. Immediate family is defined as parent, sibling, spouse, child, grandparent, or grandchild, and corresponding in-laws and/or step-relatives.

Bereavement Leave

All certified employees will be granted bereavement leave as follows:

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

Emergency Leave

Certified personnel will be allowed two (2) days emergency leave per school year. Emergency leave is interpreted as a sudden, generally unexpected occurrence or unavoidable set of circumstances demanding immediate action which takes the employee from his/her duties. Eligible circumstances may include but are not restricted to car trouble, accident, and household related catastrophic incidents, such as fire, broken water pipe, and storm damage. Emergency leave is non-cumulative.

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 leave



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may be utilized.

School Activity

If the principal and the teacher agree that a school sponsored event requires that a teacher be away from his/her regularly assigned duties either as an individual or with students, a substitute may be provided. Prior approval is required. Teacher should submit the request through Frontline.

Military Leave

It is the policy of the district to provide leave for teachers who are a component of the armed forces in the United States including the members of the National Guard, when that teacher is ordered by proper authorities to active duty or service. Military leave shall be without loss of status, efficiency rating, pay or benefits during the first thirty (30) working days of such leave. The district will also comply with all other rights guaranteed under state and federal law.

Education Association Leave

A certified employee 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 certified employee requesting employee association leave must provide the district superintendent, or their designee, 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 employee 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 employee's position with the district will be maintained without advancement on the minimum salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the employee 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 employee may return to their former position or a comparable position.

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

Professional Leave

Teachers may be granted leave each academic year for the purpose of:

- Attending an instructionally-related professional meeting in which the teacher holds an office
- Attending an instructionally-related professional meeting during which the teacher is scheduled to present a topic or conduct a workshop when said instructionally-related meeting has been previously approved by the Instructional Services Division.



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Leave will be limited to five (5) days per teacher per academic year. The teacher shall receive full pay if requested to present a topic or conduct a workshop by instructional services or the Superintendent.

Teacher shall submit a request through the building principal ten (10) working days in advance of the intended date the leave is to commence. Approval from the instructional division shall be attached to the leave request form.

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 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 or 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.

Source: *Broken Arrow Board of Education policy adoption, November 7, 2022.*
Broken Arrow Board of Education policy revised, November 6, 2023.