SICK AND PERSONAL LEAVE FOR REGULAR CONTRACT EMPLOYEES

Eligible employees will be granted 10 sick days of full contract pay and 4 personal days of full contract pay per school year. Employees may accrue up to 60 days of sick leave. Sick leave may be taken for up to 60 days following the use of accrued sick leave. An employee is responsible for the cost of a substitute teacher for additional sick leave beyond those they have accrued. For illnesses longer than 60 days, see FMLA policy. Personal leave days do not accrue year to year. The Board of Trustee's reserves the right to provide a stipend to those employees who do not use personal days during a school year.

A maximum of 10 sick days per contract year may be used for illness of an immediate family member. For illness/disability lasting longer than 60 contract working days, see FMLA.

Personal leave days must be applied for at least 24 hours in advance. It is the responsibility of the teacher to arrange for a substitute. Personal leave days may be taken in half day or full day increments only. Personal leave should not be taken during the first or last week of school. A limited number of personal leave days will be approved before and/or after school holidays.

Eligibility for Leave

Regular Contract Teacher

Regular contract classified/secretarial and administrative employees who work 30+hours/week.

Approved Sick Leave Absences

a. Family (10 day maximum per contract year) and personal illness
b. Medical and surgical procedures
c. The birth of the employee's child (6 week maximum or 8 weeks for C-Section
d. The placement of a child with the employee for adoption or foster care or to care for the newly placed child. (10 day maximum)

e. To care for the employee's spouse, child or parent (but not in-law) with a serious health condition. (10 day maximum per contract year)
f. The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.
g. Death of an immediate family member (spouse, child, or parent). (5 day maximum)
h. State Mandated Leave (H.B. 329) Postpartum Leave (3 weeks), Adoption Leave (3 weeks), Foster Leave (4 weeks).

Returning to Work

When a sick leave beyond 5 days has ended the employee must present medical certification to the Principal/CEO releasing the employee to return to work. AMES reserves the right to seek independent verification of the employee's ability to return to work.

1. Failure to Return to Work

AMES does not extend unauthorized leave to its employees. Failure to return to work as determined and attested to by the employee's treating physician on the date specified will result in termination of employment. Failure to return to work after ceasing to provide the requisite medical certification will result in termination of employment.

2. Employee Status

Misuse of sick leave days may result in termination.

3. Family and Medical Leave Act (FMLA)

See AMES FMLA policy