

Tapestry Public Charter School Policy Manual

Leave and Absences

Adopted: 6/16/2014

Revised: 5/16/2016)

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

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1. PURPOSE

All staff of Tapestry Public Charter School is entitled to leave as defined within this policy. Forms to request leave can be obtained from the office or from the server.

2. PERSONAL LEAVE

Employees who are 10-month employees are eligible for personal leave, which is leave that is used to conduct business that cannot be handled outside of the school day. Ten-month employees are allocated 2 personal leave days per semester. Personal leave is forfeited upon termination or resignation.

Ten-month employees must request leave at least one week prior to the date(s) the leave is needed. Leave requests will be evaluated based upon the workload of the requesting staff member and the needs of the school. Personal leave may also be taken in part, for example if staff must take care of personal business during school hours and must miss part of the day. Personal Leave may not be taken to extend a school holiday without approval of the school leader.

Eleven-month and twelve-month employees are not eligible for personal leave.

3. HOLIDAYS

Holiday leave schedules are as following:

- Ten-month and eleven-month employees follow the DeKalb County School District calendar for school holidays.
- Eleven-month employees can request to swap holidays for days worked, for example for religious holidays not covered in the DCSD calendar.

- Twelve-month employees follow the DCSD calendar for 12-month employees.

4. SICK LEAVE

Sick Leave is authorized absence from work that is related to illness, health related issues, family related health issues. Sick Leave shall be accumulated according to the Teacher Retirement System formulas. TRS formulas provide for approximately 10 hours of leave for each month worked. Information about the Teachers Retirement System of Georgia is available at <http://www.tsga.com>. Upon retirement, employees will be eligible for sick leave credit consistent with policies and regulations of the Teacher Retirement System.

5. JURY DUTY OR WITNESS LEAVE

An employee may be absent without loss of pay and without charge to any other category of leave when attending court as a juror or when subpoenaed to testify in a case arising out of duties as an employee of the school system. The employee must notify the immediate supervisor as soon as possible after the employee has been served with the summons for jury duty or a subpoena to appear in a case. The employee may retain any compensation he/she receives for serving as a juror or as a witness.

6. MATERNITY/PATERNITY LEAVE

During maternity leave, the first days shall be taken through the employee's personal leave and sick leave. Additional leave may be taken as consistent with the Family and Medical Leave Act (see the Tapestry Family and Medical Leave Act policy).

7. MILITARY LEAVE

Tapestry will follow federal law (USERRA) and state law (Section 59 of Chapter 33 of the Georgia Code) regarding requested leave for military absences.

8. BEREAVEMENT LEAVE

In the case of the death of a member of the immediate family, or of any relative living in the same home, the school leader (or, in the case of the school leader, the Board) may grant a leave of absence for as many as five (5) workdays at full pay. Immediate family includes husband, wife, domestic partner, father, mother, son, daughter, brother, sister, grandparents, and these relatives-in-law. The school leader or Board may adjust the length of such leave to the distance traveled. A leave of one day or less may be granted by the school leader or Board upon the death of relatives not in the immediate family.

9. MEDICAL LEAVE

Employees who need time off from work for qualifying medical reasons may be granted Medical Leave at the discretion of Tapestry's Board and school leader. Some medical leave may be taken as consistent with the Family and Medical Leave Act (see the Tapestry Family and Medical Leave Act policy). The school leader Board may request a medical certification supporting the need for leave. Upon return from an approved Medical Leave, the employee must provide a release from his or her health care provider authorizing him or her to return to work and listing any work restrictions. Upon receipt of the return-to-work authorization from the health care provider, the Board and school leader will review any work restrictions and determine whether the employee's position or another position for which the employee is qualified is available, including whether a

reasonable accommodation is appropriate and available. If no such position is available, the employment relationship will be terminated. This Policy will be applied in conjunction with the Americans with Disabilities Act, the applicable state worker's compensation law, or other applicable local, state, or federal law.