

On-the-job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave.

[Reference: ALA. CODE §16-1-18.1 (1975)]

5.10.5 **Personal Leave** – All regular, full-time employees are eligible for five (5) personal leave days annually (two state-funded days and three additional local days). Employees who take more than two (2) full days of personal leave during a school year will be charged the current daily rate of pay for the employee's substitute (regardless of whether or not a substitute is employed) for each additional leave day taken.

When the two (2) state-funded personal leave days are not used, employees may receive, upon written request, compensation at the same daily rate paid for their substitute. Otherwise, all unused personal leave days will be converted to sick leave days.

Personal leave days are noncumulative from year to year. Personal leave must be requested in writing in accordance with such procedures as may be established by the Superintendent or the Board.

[Reference: ALA. CODE §16-8-26 (1975)]

5.10.6 **Vacation** -

- a. *Eligible Employees* – Twelve-month full-time employees are eligible for paid vacation; however, new twelve (12) month employees must work for one (1) full year before any vacation leave is earned.
- b. *Vacation Benefits* – After one (1) full year of employment, twelve-month full-time employees earn ten (10) vacation days. Thereafter, twelve-month, full-time employees earn paid vacation at the rate of one (1) vacation day per month, up to ten (10) days per scholastic year (July 1-June 30), subject to the following limitations regarding accrual and accumulation of vacation days. For purposes of earning vacation days, an individual is considered employed for that month if the employee is in pay status.
- c. *Accrual and Accumulation of Vacation Time* – Eligible employees may carry over unused vacation days from one scholastic year to the next, but no employee may carry over more than thirty (30) vacation days for use in any scholastic year. Any accrued but unused vacation days in excess of thirty (30) will be forfeited after the close of business on June 30 of each year.

Vacation days may not be bought, sold, or donated. Accumulated vacation time will be forfeited if not used prior to the effective date of resignation

or retirement. No payment will be made for any vacation leave that is unused as of the employee's resignation or termination.

Notwithstanding the foregoing, the Board may, upon recommendation of the Superintendent, pay up to twenty (20) days for unused vacation leave days upon a twelve (12) month employee's official retirement from the Dale County School System or death. Payment will be at the daily rate of employee's position at the time of retirement or death.

- d. *Scheduling* – Vacations must be scheduled with the knowledge and approval of the employee's department head. Vacation leave taken in excess of ten (10) consecutive days must be approved by the Superintendent thirty (30) days in advance.

5.10.7 Professional Leave – The Superintendent is authorized to grant professional leave with pay to Board employees to engage in educational activities which, in the judgment of the Superintendent, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent.

5.10.8 Military Leave – Military leave is available to all eligible employees in accordance with state and federal law.

5.10.9 Court Leave – Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE §12-16-8) or when the employee is summoned for school-related purposes under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceeding constituted under the statutory authority of the agency conducting the proceedings.

When an employee is subpoenaed by the Board or represents the Board as a witness or official representative in a court of law or at an administrative proceeding, the employee may be reimbursed by the Board for meals, lodging, and travel expenses upon submission of receipts provided that the amount the employee is reimbursed will be reduced by any amount the employee received from the court or agency for those expenses.

Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.

5.10.10 Unpaid Leave – If an employee has no other approved, short-term leave available to them, the employee's principal or department supervisor may grant the employee up to 2 workdays of unpaid leave per scholastic year. Leave must be requested in writing to principal or department supervisor prior to absence unless conditions beyond the control of the employee make such advance notification impossible.