

## **CERTIFICATED - Absence/Leave Summary**

### **Sick Leave**

**(For Employee's Use Only)**

**Ten (10) days of SL will be granted per School Year.**

### **Personal Necessity**

**An Employee can use up to ten (10) days each school year out of their SL bank for Personal Necessity.**

**AESOP will request a reason when entering a PN absence  
All PN absences are deducted from your SL Bank**

### **Personal Business**

**Four (4) days of Personal Necessity leave may be used for Personal Business.**

**All PN or PB absences are deducted from your SL Bank**

Personal Illness, Injury Dr. appts. Medical, Dental, Eye, etc. Medical procedures Surgeries Pregnancy Disability  Minimum SL reported is one (1) hour.	Medical appts. for immediate family members Daughter's Dr. appt., Son's Dental appt., Son Ill/sick, etc. (Medical, Dental, Doctor, Eye appts.) Death or serious illness of a member of their immediate family. Accident involving the employee or property of the employee or their immediate family. Court - Appearance in court as litigant, party or witness. Absence related to the birth of the Employee's child. For all other reasons the employee shall request leave at least five (5) school days in advance from the employee's administrative supervisor.	The employee shall be required to request leave in writing from the principal at least one (1) work day (by early morning of the prior day) in advance. This leave will be granted provided it does not cause an undue hardship to the District. Cannot be used immediately before or after a holiday or 3 day weekend.  <b>*** Reminder: It is the employees responsibility to keep track of their available balances. The Employee Portal shows usage and balances and AESOP shows all absences.</b>
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### **Bereavement Leave**

**On account of the death of any immediate family,**

**An employee is entitled to three (3) days of leave, or five (5) days if travel of a distance greater than three hundred (300) miles one way is required.**

### **Paid Leave Incentive Program**

**Each Certificated employee who takes (1) day or less of leave during a school year shall receive a bonus as follows:**

Any unused Sick Leave hours are rolled over each year and accumulated without limit.

Complete Leave language is located under Article 5 of the Corning Elem. Teachers Assoc. Contract.

Immediate family is defined as: Employee's Mother, Father, Step-Mother, Step-Father Grandmother, Grandfather, Aunt, Uncle, Niece, Nephew, Grandchild, Spouse, Son, Son-in-Law, Daughter Daughter-in-Law, Brother, Sister, Relative living in household. Spouse's Mother, Father, Step-Mother, Step-Father, Grandmother, Grandfather, Aunt, Uncle, Niece, Nephew, Grandchild, Brother, Sister.	0 days leave: \$750 or two (2) days of pay at his/her daily rate (whichever is greater) 1 day or a portion of 1 day: One (1) day of pay at his/her daily rate.  Leave includes: Sick Leave, Industrial accident leave, Bereavement Leave, Pregnancy Disability leave Personal Necessity, Personal Business, Unpaid Leave. Pro-rated for Part time employees.
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