

Application for Leave: The procedure to follow for each leave is outlined below:

Sick Leave: If you know you will be absent for a doctor's appointment, planned surgery, maternity leave, etc., please complete the form prior to your absence. Your principal will notify the sub caller of the need for a substitute.

This form must be completed immediately upon your return from an **unexpected** personal or family illness. (Our Negotiated Agreement states "not later than the second day after returning from sick leave".) The Ohio Revised Code requires all information in the "**Sick Leave**" category be completed.

This form must be submitted to your Principal/Supervisor for his/her signature. A copy can be made for the employee and the original is sent to the Assistant Treasurer-Payroll with the Absence Report. Due to HIPPA regulations, these forms must be handled with the utmost confidentiality. Interoffice envelopes must be used and information on the forms should not be discussed.

For unexpected personal or family illness: Teachers, Secretaries and Aides need to notify our sub caller, Amy Meddock, and your supervisor as soon as possible. However, no calls or text messages before 5:00 a.m. or after 10:00 p.m.

For absences of the following: **Cooks** will call their supervisor, Mary Beth Craycraft who will secure a substitute. **Bus Drivers** will call Clint Shoemaker if they need a substitute and **Custodians** will call John Wisecup if they need a substitute.

Leave Without Pay: This is at the discretion of the Superintendent. If granted, your pay will be docked your daily rate plus benefits for this absence.

Personal Leave: This must be completed at least one week prior to the requested date of absence. This form must be submitted to your Principal/Supervisor for his/her approving signature and then sent to Assistant Treasurer of Payroll who will check to make sure the Negotiated Agreement requirements are met. If the requirements are not met, he/she will send the form back to the Principal/Supervisor. If the requirements are met, he/she will forward the form to the Superintendent for approval. He/she will return the approved form to the Principal/Supervisor who will return the original copy to the Payroll Department with the appropriate absence report.

Jury Duty: A leave form must be filled out, and any funds received for jury duty must be turned over the Treasurer's Office. You will receive your regular pay for jury duty.

Vacation: Only twelve month employees are eligible for this leave which **must be approved in advance**. The form must be submitted to your Supervisor for approval. It will be sent to the Superintendent for approval and returned to the Supervisor who will return notify the employee and send the original form with the appropriate absence report.

Professional Leave: Please refer to section 5.19 of the Negotiated Agreement. Complete the section of the leave form and submit it to your Principal/Supervisor (when applicable) who will total the amount, write in the account codes needed and submit it to the Superintendent for approval. The form will go to Assistant Treasurer of Accounting if purchase orders will be needed for registration, travel, food, and/or lodging. He/she will return the form to the Principal/Supervisor who will notify the employee, and return the original form the appropriate absence report to the Payroll Department. Please remember employees are responsible for making their own lodging reservations.

Upon return from the seminar, the employee should complete the "Reimbursement Request Form", attach any receipts, and submit it to the Principal/Supervisor for approval. The form then goes to the Superintendent for approval. Reimbursement checks will be issued within ten days of the time the Superintendent approves the "Reimbursement Request Form".

Bereavement Leave: Please refer to section 6.041 of the Negotiated Agreement. The Sick Leave portion of the Leave Form must be completed and submitted to your Principal/Supervisor for his/her signature. He/she will notify the employee and send the original form with the appropriate absence report to the Payroll Department.

Leaves will be taken in half-day or full day increments only.