

**Article 12 - Effective July 1, 2007**

During any school year, a certificated teacher may elect to use accrued sick days for alternate use as described below:

**Tier 1** - During any school year, a certificated teacher may elect to use not more than ten (10) days of accumulated sick leave for any of the cases listed below.

A. Certificated teachers shall not be required to secure advance permission for leave taken for any of the following reasons:

1. Death or serious illness of a loved one.
2. Accident involving the teacher or the teacher's property or the person or property of a member's loved one.
3. Inability to get to the teacher's assigned place of duty because of inclement weather or mechanical failure, provided that no more than two (2) full days of leave may be used for this purpose.
4. This section allows for ten (10) Personal Necessity/"No Tell" days provided that these days are not used to work at other employment or engage in concerted activities.

B. Certificated teachers shall be required to give advance notice to the site administrator and the site administrator will inform the Superintendent or his/her designee for leaves taken for any of the following reasons:

1. Appearance in court as a litigant or witness.
2. To attend to legal matters affecting the health, safety, or economic well-being of a member or their loved one.
3. To take examinations or meet other requirements for advanced training or professional improvement in the field of education which cannot be scheduled during off duty hours. In such cases, the teacher shall be required to attach to the absence certificate satisfactory written statement of the requirement. This leave may not be used in seeking positions with other districts or agencies, or attending collegiate or other coursework.
4. Observance of religious holidays provided that no more than five (5) full days of leave may be used for the purpose.
5. To participate in activities of the school or licensed child day care facility of any of his or her children. Teachers who have legal custody of their grandchildren may also participate. This leave is to be used in half-day increments but not to exceed 50 hours in a school year.

6. Emergency situations involving the teacher or the teacher's property, or the person or property of a loved one, of such a nature that the immediate presence of the teacher is required during the workday.

**TIER 2** - The teacher may use up to an additional 15 days of alternate leave upon notification and approval of the site administrator. The site administrator will advise the Superintendent who will advise the Board of the personal hardship that will necessitate the need for additional days. The teacher will also notify and receive approval from the site administrator of situations which require two or more consecutive days of absence. In the case of extended absence, the teacher will work with the site administrator to assure appropriate planning is established to maintain continuity and quality of program.

1. These days may be used for illness or death of a loved one.

If there are other extenuating circumstances that would necessitate additional days for alternate use of sick leave, the Board, through the recommendation of the Superintendent, may grant the right to use additional days.