LEAVE INFORMATION

SICK LEAVE

All full time employees and bus drivers shall accumulate sick leave at the rate of one (1) day per month for each month they are employed during the year or twelve (12) days maximum per year for a total accumulation as provided by state law. Accumulated sick leave days may be transferred from other public school systems in the State of Alabama. Sick leave transfers should be sent to the above address. Employees must work half of the working days of the month to earn a day of sick leave.

9-MONTH employees will earn August - April
10-MONTH employees will earn August - May
11-MONTH employees will earn August - June
12-MONTH employees will earn July - June

SICK LEAVE BANK *(optional)*

Employees who wish to be a member will donate 1 day of sick leave. An employee may borrow 10 days from the Sick Leave Bank when all their regular leave is exhausted. The contribution of the sick leave day into the SLB must take place during a set enrollment period that shall be from Teacher Institute Day through September 30 or on the date of hire. Please refer to separately issued Employee Sick Leave Bank Guidelines.

CATASTROPHIC LEAVE (Refer to Employee Sick Leave Bank Guidelines for additional information on Catastrophic Leave.)

Catastrophic Illness is defined as "Any medical illness or injury, or medical illness related to pregnancy or childbirth, verified by a licensed physician which incapacitates the employee to the extent he/she will be absent from work for an extended period of time." Employees must be a member of the Sick Leave Bank to donate or receive days for a catastrophic illness. No employee may donate more than 30 sick leave days.
The beneficiary employee should be away from his/her duties for a period of 30 consecutive calendar days, or provide sufficient evidence to document that extenuating circumstances warrant exception of this clause.

PERSONAL LEAVE

The Baldwin County Board of Education grants each full time employee a maximum of 2days: two (2) days for personal leave as enabled by state law. Employees employed prior to February 1 of a school year will earn 2 days, employed after February 1st will earn 1 day, and no days if employed after April 1st.

Unused personal leave days for support personnel will automatically be converted over to sick leave at the end of the year.

Teachers may choose to convert personal leave to sick leave or be reimbursed at the same daily rate as is paid to substitute teachers for each day of personal leave not used at the end of the school year.

ANNUAL LEAVE *(12 month employees)*

Twelve (12) month employees with less than 100 months of employment in the public schools in Alabama shall earn Annual Leave at the rate of one (1) day per month.
Twelve (12) month employees with more than 100 months of employment in the public schools or with a state agency in Alabama shall earn Annual Leave at a rate of one and one-half (1 ½) days per month. Annual Leave may be accumulated up to but not to exceed forty-five (45) days. Accumulated Annual Leave in excess of forty-five (45) days will convert to sick leave days and may be used as sick leave or accumulated for purposes of retirement, subject to the Retirement System of Alabama (RSA) rules at the time of retirement

REPORTING OF TIME

Time is reported to the nearest quarter hour for employees in classified positions. When a classified employee takes time off for sick, vacation or personal leave (less than a full day), it is recorded to the nearest 15 minute increment. Up to 6 minutes pass the quarter of time falls back; from 7 minutes to the quarter of time comes forward. Certificated employees time is reported either as ½ day or full day. Time sheets are recorded to the nearest 15 minute increment. The quarters are calculated as follows: 15 min. is multiplied at .25, 30 min. is multiplied at .50, and 45 min. is multiplied at .75.
Note: Leave must be properly taken and submitted regardless of whether a substitute is required or not.