

Essex Junction and Essex Union #46 Teacher Leave Definitions

Per the [2011-2013 Agreement between the Prudential Committee and the Essex Junction Westford Education Association](#)

And the [2011-2013 Agreement between the Essex Union High School Board and the Essex Junction Westford Education Association](#)

2.1 Sick Leave: Teachers shall be entitled to paid leave for absence due to personal illness or physical disability, including disabilities connected with or resulting from pregnancy, as set forth herein. When such disability is foreseen, as in the case of elective surgery and pregnancy, the teacher shall notify the superintendent of the expected commencement date of the sick leave as soon as this date is determinable. It shall be the right of the Superintendent to require reasonable periodic medical certification to verify the disability of a teacher. Teachers shall be entitled to twenty (20) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with a maximum limit of one hundred and eighty (180) days.

- (a) The Board shall provide each teacher with an accounting of their total sick leave credit by regularly printing said information on the teacher's paycheck stubs.
- (b) A teacher who is absent due to a work-related disability which is covered by Workers' Compensation Insurance shall, during the period he/she is covered by the sick leave provisions of the Agreement, receive his/her full salary and have deducted from his/her sick leave one-half (1/2) day for each day of absence. Workers' Compensation benefit checks, while the teacher is covered by the sick leave provisions of this Agreement, shall be endorsed to the school district.

2.3 Family Leave: A teacher shall be allowed up to ten (10) days of leave each year to attend to an illness in his/her immediate family. For the purposes of this section, immediate family is defined as: spouse, children, parents, siblings, grandparents, grandchildren, son-in-law, daughter-in-law, father-in-law, mother-in-law, or a member of the teacher's household. Family leave shall be deducted from current or accumulated sick leave.

2.4 Bereavement and Compassionate Leave:

- (a) Bereavement Leave: A teacher shall be allowed five (5) days leave of absence per occurrence, which shall include the day of the funeral, for a death in the immediate family. For purposes of this Section, immediate family shall be defined as: spouse, children, parents, siblings, grandparents, grandchildren, son-in-law, daughter-in-law, father-in-law, mother-in-law, or a member of the immediate household.
- (b) Compassionate Leave: Each employee shall be allowed up to one (1) day paid leave per year at the discretion of the immediate supervisor for the death of a close friend or relative not listed in Article III, Section 3.3 (a) above.

2.7 Personal Leave Days: Teachers shall be granted three (3) leave days each school year for personal reasons. Written notice shall be submitted to the principal at least three (3) working days in advance in taking said leave, except in emergency. Leave will automatically be granted on a first-come, first-serve basis, with no more than 30% of the staff in each building being out at any one time. Teachers who take a leave day before or after a vacation or holiday will be docked substitute pay.

Up to two additional days of leave per teacher may be granted at the discretion of the Superintendent for religious purposes only. Such day(s) must be requested on or before October 1 of the contract year. If the combined use of religious and personal days exceeds three days per contract year, a commensurate number of professional work days will be worked on or before June 30 of that contract year at the direction of the Superintendent.