

Support Staff Leave Definitions:

Sick Leave:

Sick leave shall be allowed for absences due to personal illness and physical disability, including disabilities connected with or resulting from pregnancy. Each full-time twelve-month employee shall be allowed twenty (20) days of sick leave each contract year, cumulative to one hundred eighty (180) days. Each full-time school-year employee shall be allowed fifteen (15) days of sick leave each school year, cumulative to one hundred twenty (120) days.

In the case of an immediate family member with a "serious health condition" as defined under the Family Medical Leave Act, the employee may use up to 30 days of available and accrued sick leave per 12-month period, not to exceed 30 days of paid leaves per year (including all leave sources provided under Article VII) for this purpose. The 12-month period used for this purpose shall be consistent with the 12-month period used for the purposes of determining leave under the Vermont Parental and Family Leave Law (VPFL). For purposes of this section, immediate family member shall be defined as the employee's spouse, child, stepchild, foster child, ward who lives with the employee, parent or parent-in-law. In order to access leave under this section, the employee must provide medical certification of a serious health condition on a form provided by the superintendent.

Personal Leave:

Each full-time school year employee shall be entitled to three (3) personal leave day per school year. Each full-time twelve-month employee shall be entitled to five (5) Personal Leave days. Personal Leave shall be allowed for the following reasons:

- For religious purposes
- To participate in preschool or school activities, such as parent teacher conferences, which are directly related to the academic educational advancement of the employee's child, stepchild or ward who lives with the employee;
- For the death of a close friend or relative not listed in 7.6 below;
- To conduct other legal, business, or personal matters, which cannot reasonably be conducted outside working hours.

Personal Leave days may not be used as vacation days (including travel to and from vacation).

Bereavement Leave:

Each full-time employee shall be allowed up to five (5) days paid leave of absence per incident, for a death in the immediate family. For purposes of this section, immediate family will be defined as the employee's: spouse/civil union partner, children, parents, siblings, grandparents, grandchildren, son/daughter-in-law, father/mother-in-law, brother/sister-in-law, or a member of the immediate household.

Emergency/Family Leave:

Each full-time employee shall be allowed up to five (5) days of paid Emergency/Family leave each year. Emergency/Family leave shall be deducted from current or accumulated sick leave. Emergency/Family leave can be used for the following reasons:

- To attend or to accompany the employee's child, stepchild, foster child or ward who lives with the employee, or the employee's parent, spouse/civil union partner, siblings, parent-in-law or member of the employee's household to medical or dental appointments, or other appointments for professional services related to their care and well being;
- To attend to the medical needs (injury or illness) of the employee's child, stepchild, foster child, or ward who lives with the employee of the employee's parent, spouse/civil union partner, sibling, parent-in-law or member of the employee's household;
- For household situations requiring immediate, emergency action (e.g. Fire, flooding) at the discretion of the immediate supervisor.

For more information, please refer to the corresponding master agreement or contract form found at <http://www.ccsuvi.org/human-resources/employees/master-agreements/>