

Westford Teacher Leave Definitions:

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

- 3.1 Sick Leave: Teachers shall be entitled to paid leave for absence due to personal illness or physical disability 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. Unused sick leave shall be accumulated from year to year with a maximum limit of one hundred eighty (180) days.
- 3.2 Emergency Leave: Up to five (5) days of emergency leave, non-accumulative, for illness in the household or immediate family will be allowed each year. For purposes of this section, immediate family is defined as: spouse, children, parents, and siblings.
- 3.3 Bereavement and Compassionate Leave:
- (a) Bereavement Leave: Each 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 shall be defined as: spouse, children, parents, siblings, grandparents, grandchildren, son/daughter/ father/mother-in-law, or a member of the immediate household.
- (b) Compassionate Leave: Each employee shall be allowed up to two (2) days paid leave per year at the discretion of the immediate supervisor for the death of a close friend or relative not listed in III, 3.3 (a) [Bereavement Leave] above.
- 3.4 Personal Leave:
- (a) A teacher shall be granted three (3) leave days each school year for personal, legal, business or religious matters which cannot reasonably be conducted outside school hours. A written request to the principal must be made at least two (2) working days in advance of taking said leave, except in cases of emergency.
- A teacher requesting personal leave shall not be required to give specific reasons for taking said leave and personal leave shall not be unreasonably denied. Teachers who take a leave day before or after a vacation or holiday will be docked substitute pay. No more than thirty percent (30%) of the staff may be out on such days.
- (b) 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.