



District Staff Leave Policy

Policies GCC & GDC: Leaves and Absences

- Lexington 4 awards your total sick leave for the year on day one!
- **12 Sick Leave Days** (Sickness; doctors visits)
 - **Optional Personal Leave.** 5 of your 12 sick leave days may be used as personal leave with the approval of your supervisor.

CAUTION: Don't end up with an unpaid leave day!

Example: Can I take a PAID personal day? Only if you can answer "Yes" to BOTH!

- ☐ I have taken less than 12 TOTAL leave days this year.
- ☐ I have taken less than 5 personal days this year

So what if I miscode a day?

- Your supervisor must approve any changes to leave codes. Contact immediately!
- **Leave codes will not be changed after payroll processing.**

IMPORTANT EMPLOYEE BENEFIT: Unused sick leave may be accrued up to a maximum of 135 days. These accrued sick leave days are important to ensure paid leave for extended medical leave (FMLA). Employees retiring or leaving Lex 4 may receive credit and/or compensation for accumulated leave.

Key Understandings

Each employee is responsible for keeping track of their leave and for entering absence codes correctly.

Accumulated leave days may only be used after you have used all leave awarded for current year.

Your supervisor is your contact for approval of personal leave and requests to change leave codes.

Policies GCC & GDC: Leaves and Absences

- “The continuous presence of employees promotes excellence in the instructional program. Therefore, the board expects employees to come to work every day. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy.” (GCC)
- An employee needs to request personal leave from supervisor in writing if leave is during the first 10 days or last 10 days of the year or the day before or the day after a holiday.
- Bereavement leave must come from annual or accumulated sick leave. Don’t code as Personal Leave.
- Your supervisor must be informed “as far in advance as possible” if an extended medical leave is expected. Supervisor will contact Human Resources to request Benefits Coordinator contact employee.
- If absence is longer than five days, a request for leave of absence must be completed. (FMLA or Medical Leave of Absence)
- The use of leave may be subject to verification if evidence demonstrates potential abuse of the leave policy.

Key Understanding

Each employee’s supervisor is your first contact for all leave & absences.

Leave Codes

Most Common Codes:

1 – Short Term Illness

- ❖ personal illness, doctor's appointments, child or immediate family illness

2 – Long Term Illness

- ❖ Family Medical Leave or other extended medical reasons or illness

4 – Death in Immediate Family

5 – Personal Leave

- ❖ other reasons; must have supervisor approval before leave is taken

If you are unsure which code to use, please consult with your supervisor!

Frontline: Absence Management

- Absences are entered through [Absence Management](#)
- *Create User ID and Password*
- Absences must have supervisor approval
- Leave may be taken in units of 0.5 or 1.0 days.
- **Use correct codes to ensure leave is calculated correctly**

