

Professional Staff Leaves and Absences

The NWBOCES Board will provide a plan for leaves and absences to help members of the professional and classified staff maintain physical health, take care of family and other personal emergency obligations and grow professionally.

Temporary absences shall be authorized by the Administrator or building administrators when the absence does not disrupt the program.

Sick Leave - Sick leave for professional staff will accumulate at one day per month or a percentage of time employed. Maximum accumulation will be up to 480 hours based on scheduled hours employee has reached their accumulated hours any additional hours bought back per Policy 5007a-R. Sick leave is to be used for the staff member or members of his/her family. All leaves of accumulated leave will be deducted from the salary as a percentage absent to the contract year. When an employee goes beyond their leave days (other than as qualified for family medical leave):

- 1) Earning of sick days will reduce at a pro-rated amount of leave without pay hours for the month.
- 2) The cost of the health insurance/TSA benefit paid by behalf of the employee (employer's share) will be deducted appropriate paycheck based on actual cost for the days is absent in excess of accumulated leave.

Personal Business Leave - Leave will be granted in the amount of year, or a percentage of time employed, for the purpose of personal or business matters. It is recommended the leave be approved administration five working days prior to taking the leave. Reason need not be given. Should advance permission not be obtained:

- 1) The cost of the health insurance/TSA benefit paid by behalf of the employee (employer's share) may be deducted appropriate paycheck based on actual cost for the days the absent in excess of accumulated leave.

Personal leave days shall be accumulated as sick days if not used 30th, the end of each fiscal year.

Professional Leave - NWBOCES will allow attendance at p meetings during the school year without loss of time or grievance may be filed by the employee upon denia administration to attend such a meeting. Travel expenses w by NWBOCES when attendance at these meetings is approv recommended that not more than five (5) days per year shall for professional leave. All professional leave shall be a the Administrative Director.

Days in District - In order to receive regular advancement salary schedule, the professional must have worked a minimum their contracted days (other than as qualified for fami leave).

Jury Duty - Leave with pay will be given to employees to jury. Any compensation received by an employee shall be e NWBOCES.

5007a

Revised 4-23-03
Revised 1-23-08
Revised 12-12-12
Reviewed 6-28-17
Revised 12-13-17
Revised 11-17-22

Leave of Absence - An employee wishing to may apply for leave of absence. This application must be made to the Adm Director by January 15th and can entail educational travel work. The employee will have the right to an equal posit school year after the year's leave, this leave is subjec approval. If approved, the leave of absence shall be wi The employee may be entitled to continue to participate NWBOCES health insurance program provided the employee hundred percent of the premiums.

Bereavement Leave - Employees will be entitled up to thre pro-rated, paid leave per fiscal year for bereavement purpo the death of a family member (spouse, child, parent, daughter-in-law, mother-in-law, father-in-law, gr grandchildren, or siblings).

Annual Reserve Duty

Request for leave for annual reserve duty, drill training training of reservists must be submitted on an indivi through the immediate supervisor. All military leave processed in accordance with Board Policy 5007c-R to 5 federal statutes.

Substitutes, when necessary, for employees shall be obtai usual manner and paid by the NWBOCES.

5007b

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