

**LEAVE PROGRAM
CERTIFIED EMPLOYEES**

The following guidelines shall apply to the certified employee leave program:

- 1.** A total of ten (10) days sick leave with no loss of salary will be available to each member of the professional staff each year accumulative to sixty (60) days. Current laws regarding military and jury duty will apply.
- 2.** A maximum of three (3) (non accumulative) days may be used for emergency leave. Emergency leave may be used for activities that cannot be accomplished at any other time than school time. All emergency leave must be approved by the building principal and superintendent.
- 3.** Two (2) personal, (non accumulative) leave days will be allowed annually.
- 4.** Certified teachers who cover classes for absent teachers when no substitute teacher is available will be compensated at the approved rate of compensation for Certified Substitutes when the teacher has covered seven classes. Each time a teacher covers must be pre-approved by the site administrator. School activity attendance, meeting on site, assemblies, tornado drills, fire drills, drug dog searches, IEP meetings, staff meetings, or class meetings, or other events in the normal school day are not eligible for this compensation.

It is the teacher's responsibility to completely fill out the claim form with the correct information. If the form is not completely filled out with the correct information you may not be credited for your service. The final completed forms are due to the Personnel Director June 1st of each year. REVISED 10-13-08

- 5.** Professional leave is hereby referred to by the Holdenville Board of Education as Approved Absence with Pay. Approval must be secured through the administrative office prior to the date of leave.

Teachers pursuing National Board Certification will be allowed five (5) days of leave over a three year period to aid them in preparation towards this goal.

Failure to notify the principal, business office, or superintendent will result in forfeiture of pay of 1/190th of each day leave is taken.

Permission should be secured one week or seven days prior to date of leave. The purpose is to keep well-qualified personnel in the classroom.

6. Any absence that is neither approved as sick leave, emergency leave, or personal leave will result in a reduction of 1/190th of the annual salary of each day of salary.

Revised 6-13-2011