

14.4 Paid Leaves:

A. Sick Leave

Sick leave is defined as personal illness or disability of the teacher or illness or death of a member of the immediate family. "Immediate family" shall be defined as a spouse, parent, child, brother, sister, grandparent, parent-in-law, other close relative, or any relative or dependent who resided with the teacher's household.

Each member of the instructional staff employed on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each contract year and shall thereafter earn one day of sick leave for each month of employment, which shall be credited to the member at the end of the month and which shall not be used prior to the time it is earned and credited to the member; provided, that the member shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment; provided, that such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave shall be cumulative from year to year, and provided further, there shall be no limit on the number of days of sick leave a member of the instructional staff may accrue. Summer school employees working full-time shall accumulate sick leave at the already established rate. The number of accrued sick leave days is provided and is available to each individual through the HR Portal program.

B. Personal Leave

Each teacher shall be entitled to six (6) days leave for personal reasons each school year. Such leave shall be charged to the teacher's accrued sick leave and shall not be cumulative. Personal leave may not be taken on the work day preceding or following a holiday or during district designated professional development days except with the approval of the facility manager. Teachers will not be required to give reasons for personal leave.

C. Outside Accumulation

Unused accumulated sick leave acquired by a teacher in another Florida district shall be accepted in Bay County according to the terms of this paragraph as follows: for each day of sick leave earned by said transferring teacher in this school district, said teacher shall be entitled to another day of credit from the verified

accumulated sick leave in another Florida school district.

D. **Illness-In-Line-of-Duty**

Any teacher shall be entitled to illness-in-line-of-duty with full pay when the teacher has to be absent from his/her duties because of personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in the school work. Applications for and duration of leave shall meet requirements as specified in F.S.231.41. Use of such leave shall result in no reduction of the teacher's accumulated sick leave.

Within five (5) working days upon returning to work, a teacher must request in writing to his/her supervising administrator the number of sick leave days to be reinstated due to illness-in-the-line-of-duty. Upon receipt of the written request the administrator shall deliver to the teacher the appropriate form.

E. **Verification of Leave**

The employee is responsible for completing a leave request using the online platform. Teachers will complete the forms using the online request district approved process as soon as possible in order to secure a substitute, if needed.

F. **Jury Duty**

Any teacher called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter shall be entitled to full salary for such time. This does not apply to plaintiffs.

G. **Any full-time instructional employee may donate his or her accrued sick leave to any other full-time employee of the District subject to School Board Policy 3.140.**

H. **An employee is entitled to ~~15~~ 22.5 hours (~~2~~ 3 days) of paid leave for bereavement, which may include making arrangements for or attending the funeral of a member of the immediate family. "Immediate family" shall be defined as spouse, parent, child, brother, sister, grandparent, parent-in-law, other close relative, or any relative or dependent who resides with the employee's household. ~~legally-recognized parent, spouse, sibling, or child.~~ ~~Two~~ Three days are available for each loss.**