

ARTICLE 12

Temporary Duty, Leaves of Absence, and Holidays

- 12.1 Annual leave shall be applied for at least five (5) working days in advance of the date leave is to commence.
- 12.2 Leaves may be taken in increments of ~~one~~ ¼ hour (.25).
- 12.3 Employees may be assigned by the District to be temporarily absent from their regular duties and places of employment with pay and substitutes, if necessary. Such assignments may be initiated by the employee through the facility manager. Employees may be granted expenses as prescribed by School Board Policies.
- 12.4 Paid Leaves:

A. Sick Leave

Sick leave is defined as personal illness or disability of the employee 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 resides within the employee's household.

Each employee employed on a full-time basis shall be entitled to four (4) days of sick leave as of the last day of the first month 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 described. 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 an employee may accrue.

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New language is identified in **boldface and is underlined**.

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In the event that five (5) or more consecutive sick leave days are necessary, the employee may, at the request of the appropriate supervisor, be required to provide verification of illness. In certain circumstances, employees who are habitually absent may be required by his/her immediate supervisor to provide verification of illness upon request. This may be earlier than five (5) days as outlined above. The employee shall be notified in advance when the requirement to provide verification earlier than 5 days is to be requested.

Any full-time employee may donate his or her accrued sick leave to any other full-time employee of the District subject to School Board policy.

B. Outside Accumulation

Unused accumulated sick leave acquired by an employee in another Florida school 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 employee in this school district, said employee shall be entitled to another day of credit from the verified accumulated sick leave in another Florida school district.

C. Personal Leave

Each employee shall be entitled to six (6) days leave for personal reasons each school year. Such leave shall be charged to the employee's accrued sick leave and shall not be cumulative. Personal leave may not be taken on the work days preceding or following a holiday except with the approval of the facility manager. If Bay Base is open during a period of time that the remainder of the School System is closed, Bay Base employees must be pre-approved by their supervisor five days in advance of the time the School System is closed in order to take personal leave during this time. Employees will not be required to give reasons for personal leave.

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D. Illness-In-Line-Of-Duty

Any employee shall be entitled to illness-in-the-line-of-duty with full pay when the employee 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 at their work site. Such leave shall not exceed ten (10) work days during any school year and must be applied for within five (5) work days of returning to work. Use of such leave shall result in no reduction of the employee's accumulated sick leave. If an employee is absent more than ten (10) days the following options shall be available:

1. Continue the Workers' Compensation benefits.
2. Substitute sick/annual leave in place of Workers' Compensation benefits.

E. Verification of Leave

The employee is responsible for completing a leave request using the online platform. ~~The necessary forms for verification of the reasons for absence will be available.~~ **In cases of emergency, or times when access to the online platform is not available, the employee shall notify the administrator of the absence per site-based procedures.** ~~Employees must submit the forms electronically the first day they return to work.~~

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