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STANDARD OPERATING PROCEDURES

SUBJECT: REQUEST FOR LEAVE

PURPOSE: PROCESS OF LEAVE REQUESTS AND DOCUMENTATION

Faculty and Staff can accumulate up to and no more than 56 hours paid sick leave and 24 hours of paid personal leave. Faculty can acquire 4 hours of paid sick leave and 3 hours of personal leave every pay period until they have acquired the maximum days available to them in a school year. Sick leave is non-transferable. Unused sick and personal leave will be cashed out at the end of the school year and cannot be rolled over to the following school year. Leave payout is subject to availability of funds.

Staff who are on hourly contract do not have paid leave benefits.

If a Faculty and Staff member is unable to attend school due to sickness or personal emergency, he/she must inform the Front Office Manager or Administrator no later than 6:00am. Faculty member is responsible for filling out leave forms upon return. Leave form must be filed within two working days after the return of faculty or leave will be considered "leave without pay." In such case leave will not be deducted from the "sick leave" allotment.

If a Faculty and Staff member wishes to take a personal day, he/she must submit a written request to the administrator at least 48 hours prior to the event. It is the administrator's prerogative to either approve or disapprove the request.

Personal leave days will not be granted for the three days prior to and after Thanksgiving Break; the week prior to and after Christmas Break; three days prior to and after Spring/ Easter Break; and the last two weeks of the school year. Sick leave request for these black out dates will only be approved with a doctor's note. Sick leave without doctor's note will be leave without pay and no deduction from the "sick leave" allotment will be made.

Staff personal leave will be approved based on first request basis and with the consideration that leave



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does not hinder the function of the school.

Paternity and Maternity Leave

In addition to sick and personal leave, employees are allowed 80 hours (two work weeks) of leave with pay due to paternity or maternity. In compliance to the Family Medical Leave Act, mothers can request 10 additional weeks of maternity leave, however, this extended leave is without pay.

Maternity/ Paternity leave starts on the actual delivery day of the baby. Sick leave should be applied to other pregnancy care needed prior to or after the birth date of the baby.

Bereavement

In addition to sick and personal leave, employees are allowed a total of two (2) days of leave with pay

for bereavement in the event of the death of an immediate family member, which is defined as: a spouse, a parent or step-parent, a spouse's parent, a child, a stepchild, or a brother or a sister. Should there be an occasion by which a second death in the family has occurred, the second request for bereavement leave is without pay, however personal leave can be applied if any is available.

Emergency Leave

In the case of a personal or family emergency, an employee may ask for emergency leave from the administration. Reasons for the leave should be submitted in writing to the administration and the administration will make a determination if leave will be granted. In dire cases, the administration should be notified in person or by phone, and a written request can be submitted at a later date.

- In cases of an emergency, sick or personal leave can be applied if available. If none is available, then leave may be granted without pay. The employee must submit a written request to the administration. The administration will notify the employee if this will be granted.

Jury Duty

If an employee is called to serve as a juror, the employee must submit a copy of their summons of jury duty to the administration. Personal leave can be applied for jury duty. In this case, employee must turn over their jury duty pay to the school. They may also opt for leave without pay and keep their jury duty compensation. The employee should notify immediately when their obligation as juror is complete.

Military

If an employee is in the reserves and is called to duty, the employee must submit a copy of their orders



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to the administration. Available personal leave can be applied for the days on leave. Should leave not be available, then leave without pay will apply. The employee should notify immediately when their obligation as juror is complete.

Compensation Time

In the case of compensation time, employee must utilize all hours in one day. Hours cannot be used separately over several days. It must be used at one time.