

potential actions against the District, or consultation in which the subject involves secondary employment or business which is a source of revenue to the employee. It shall not include absences for travel, recreation, sport, or for any qualifying FMLA/OFLA absence.

- d. Requests for personal emergency leave must be communicated to the principal at least one (1) day in advance, if possible, or no later than five (5) working days after return from leave in cases where prior request was not possible.
- e. In the event of the death of a spouse, child, parent, parent-in-law, sibling or grandparent, the teacher shall be allowed three (3) more days personal emergency leave in addition to those allowed by subparagraphs a. and b. above.

3. **Personal Leave:**

Teachers shall be allowed one (1) day of personal leave per year with pay. Unused Personal Leave days may accumulate and carry forward up to a maximum of (3) days, with a maximum of four (4) days available any given school year. Notice is required twenty-four (24) hours in advance. During May or June, seventy-two (72) hours' advance notice is required. Use of more than one Personal Leave Day in a single school year shall be mutually scheduled in a manner that protects the effective and efficient operation of schools. The teacher has an obligation to attempt to schedule the absence as soon as they know they will be accessing the leave provision. In lieu of using personal leave days, the employee may request payment for each unused Personal Leave day by May 1st. Reimbursement for unused Personal Leave days shall be at the rate of \$115.00 (one-hundred fifteen dollars) per unused day.

4. **Sabbatical Leave:**

- a. **Eligibility:** A teacher who has completed at least seven (7) consecutive years of service in this District shall be eligible to apply for sabbatical leave for advanced study to pursue an advanced degree in education or additional education license/endorsement and/or curriculum development that furthers the District's comprehensive improvement plan and promotes student achievement. Five (5) years thereafter the teacher shall be eligible to apply for a second sabbatical leave and every five (5) years thereafter.
- b. **Application Procedure:** Upon written application, on the District's form, submitted prior to March 1, leave for a period not to exceed one (1) full school year may be granted by the Board upon recommendation of the superintendent.
- c. **Quantity Limit:** The number of teachers on sabbatical leave in any fiscal year shall be limited to two (2) teachers. In the case of more applicants than can be granted sabbatical leave, the order of application shall determine the selection in the event that all other factors are equal. The Board's decision in choosing the teacher, or teachers, to be granted sabbatical leave shall be final, binding and not arbitrable. Nothing in this contract provision is intended to limit the district's authority to assign additional staff to sabbatical leave as deemed necessary by the district.
- d. **Salary Allowance:** Teachers granted this leave shall receive one-half (1/2) of their full annual base salary.
- e. **Benefits:**

- (1) The Board will contribute toward the fringe benefits of a teacher on sabbatical