

TERRELL COUNTY BOARD POLICY
Classified Leaves and Absences

Descriptive Code: GCRG
Date: 10/11/10
Rescinds Code: GBRB
Date Issued: 5/9/2005

Classified employees include: paraprofessionals, food service managers and employees, clerical and secretaries, bus drivers, and custodians.

Sick Leave

Sick leave can be taken for absences due to personal illness, injury, dental appointments, temporary disability, or when necessitated by exposure to contagious disease whereby the health of others would be endangered by the employee's attendance. Leave may also be taken for illness or death in the employee's immediate family.

Members of the immediate family will be defined as children, parents, grandparents, spouse, grandchildren, sisters, brothers, or in-laws of the employee, and any dependent living in the home of the certificated person.

Accumulated Sick Leave for Classified Personnel

Paraprofessional and lunchroom worker	earn 1 per month (10 months per year)
Secretaries	earn 1 per working months
Bus driver	earn 1 ¼ for 9 months
Custodian	earn 1 days of sick leave per month

A non-certificated person may accumulate all unused sick leave from the current year's allowance until 60 days are amassed. An employee will be allowed to use all current sick leave plus accumulated sick leave in one year. Carry over maximum is 60 days.

Members of the Teachers Retirement System of GA (TRSGA) may establish sick leave credit at the time of retirement provided they have a minimum of 60 days of unused sick leave.

Personal Leave

Two (2) sick leave days may be used for personal reasons, with the approval of the Principal or Superintendent.

The Terrell County Board of Education reserves the right to request a certificate from a physician relative to the employee's illness and the advisability of resuming their duties.

Professional Leave

Absences for professional matters may be granted at full salary provided prior approval has been given by the Principal, Superintendent or Designee. If prior approval has not been given, a full day's salary will be deducted for each day absent.

