



Williamsburg-James City County
Public Schools

Leaves and Absences

A Quick Reference Guide for Employees

Departments of
Finance
and
Human Resources

It is the policy of the Williamsburg-James City County Public Schools not to discriminate on the basis of race, sex, age, ethnicity, religion, or handicap in employment or in the provisions of services.

Physical Address:

James Blair Building – Central Office
117 Ironbound Road
Williamsburg, VA 23185

Mailing Address:

WJCC Public Schools
PO Box 8783
Williamsburg, VA 23187-8783
757-603-6400

www.wjcc.k12.va.us

To download Forms, scroll to and click on...

- Employees
- WJCC Forms

Click on: Human Resources *or* Finance
Then click on the appropriate form

Risk Management Coordinator &
Senior Admin Assistant
for Administrative Services
757-603-6415 (office)
757-565-9387 (fax)

May 2011

Overall

Refer to Policy GCBD and Regulation GCBD-R

Employees receive sick/personal leave hours based on number of months that an employee is contracted to work. 10-month employees get a total of 10 days, 11 days for 11-month employees, 12 days for 12-month employees. Of these days, five (5) are designated as personal leave at the beginning of each contract year. Remaining days are sick leave.

Sick Leave

Refer to Policy and Regulation GCBD, Section A and Policy GCBE

Employees may accrue an unlimited amount of sick leave. Sick leave can be taken for employee and their immediate family illnesses and medical appointments. A doctor's note may be requested at any time, but definitely after three days.

Personal Leave

Refer to Policy and Regulation GCBD, Section B

Any unused personal leave (PL) at the end of the fiscal year (June 30th) is converted to sick leave. An employee will never have more than five (5) days of personal leave. Only three (3) days of PL may be taken consecutively.

Annual/Vacation Leave

Refer to Policy and Regulation GCBD, Section D

Full-time, 12-month employees receive annual leave. Accrual is based on number of years of VRS service, starting with one day per month and topping out at 1.66 days per month.

Part-time 12-month employees (contracted 4 to 6 hours/day) will accrue one day per month, based on their contracted number of hours.

Family Medical Leave Act (FMLA)

Refer to Policy GCBE

When an employee is scheduled for surgery, if they are expecting a child, if they are out sick for more than three days, if they have an illness or medical condition that may result in lost time in the future, or if their immediate family member requires medical care and the employee must assist them, the school office staff must inform the Risk Management Coordinator and the employee must fill out applicable FMLA forms. The employee must take their sick, personal or annual leave while on FMLA, and if (or when) leave is exhausted; the remaining time off is unpaid. It is the responsibility of the employee to supply updates. A "return to work" note (RTW) must be furnished prior to employee's return.

Leave Without Pay (LWOP)

When all leave is exhausted (sick, personal, annual) and an employee is off work, their time will be LWOP. It is not unusual for an employee to be on LWOP while on FMLA.

Court Appearance

Refer to Policy and Regulation GCBD, Section F

Leave is not charged against an employee's time when they are called for Jury Duty, or if they are summoned for a non-personal matter. However, when the employee is paid by the court system, the employee must endorse the check over to the school division.

Professional Leave

Refer to Policy and Regulation GCBD, Section E

Enter PROF on the leave report. Professional Leave is used when the employee goes away from the school division to a seminar or conference. Must receive prior approval. Must reimburse WJCC Schools if employee resigns within six (6) months.

Staff Development

Enter DEV on leave report. This applies to in-house training and staff development.

Meetings

This category will not be used by Administrators or employees that attend meetings as a regular function of their job. Meetings are recorded when an employee is pulled away from the classroom environment to attend a meeting that requires them to get a sub for the classroom.

Sick Leave Donations

Refer to Policy GCDBD

Donations are for eligible employees who have a serious, life threatening illness or injury and if they are on FMLA for a continuous amount of time. Donations cannot be solicited. Cannot be used for employees on maternity leave.

Bereavement/Funeral Leave

Refer to Policy and Regulation GCBD, Section C

Up to three (3) days of bereavement leave will be granted for the death of an employee's parents, spouse, child, or siblings. These three days are not deducted from employee's sick, personal or vacation leave. If the employee asks for additional time off, they may move on to the next level of bereavement leave, which is taken from their sick leave. This additional time off must be approved by the building administrator.

In the event that an employee wishes to attend the funeral of a grandparent, grandchild, parents-in-law, or spouse's grandparents, they will take bereavement leave, but this leave is subtracted from their sick leave.

In the event that an employee attends the funeral of any other person, that time is taken from their personal leave (or vacation leave, if they accrue it).

The relationship to the employee must always be shown on the leave report.

LEAVE & ABSENCES “CHEAT SHEET”

Type of Leave	Reason for taking time off:	Time can be taken off for the following family members:	Type of Leave that employee must take:	Amount of Time Off Permitted:
Sick Leave (SL) <i>Policy GCBD-R</i>	Illness or medical appointments	Employee/self, spouse, children, siblings, parents, grandparents, in-laws	Use sick leave (SL). If no sick leave is available, use personal, then vacation *	Up to 3 days. Then refer to FMLA policy guidelines
Sick Leave Bank Contribution <i>Policy GCBDA</i>	Open to new employees or during October open enrollment	Employee/self	Must donate at least one day of sick leave to join and draw from SL Bank. **	May donate up to five (5) days to the SL Bank
Sick Leave Bank <i>Policy GCBDA</i>	Employee’s serious illness	Employee/self ** <i>Contact Risk Mgt Coord to verify eligibility</i>	Exhaust sick and personal leave, then 30-day waiting period **	May be eligible for up to 45 days
Sick Leave Donation <i>Policy GCDBD</i>	Employee’s serious illness or to care for family member with serious illness	Spouse Children Parents Grandparents ** <i>Contact Risk Mgt Coord to verify eligibility</i>	Exhaust all leave: sick, personal, annual. Donations <i>can</i> be accepted while waiting for sick leave bank to start. **	Maximum of five (5) days can be donated to each eligible employee
FMLA Family Medical Leave <i>Policy GCBE</i>	Full-time employee	Medical condition of: Employee/self Spouse Children Parents	While off, must use sick leave first, then personal, then vacation – otherwise time off is unpaid*	May take up to 12 work weeks off
MLOA Medical Leave of Absence just like FMLA <i>Policy GCBEA</i>	For part-time (less than 1,250 hrs) or new (less than one year) employee	Medical condition of: Employee/self Spouse Children Parents	While off of work, must use sick leave, then personal, then vacation (if applicable)*	May take up to 12 work weeks off (mirrors the FMLA policy)
Military Exigency FMLA <i>Policy GCBE</i>	Time off to care for military service member	Spouse Children Parents Next of Kin	While off, must use sick leave, then personal, then vacation*	May take up to 26 work weeks
Bereavement <i>Policy GCBD-R Section C</i>	Funeral and/or Bereavement of immediate family member	Spouse Children Parents Siblings	No hours or leave time is deducted from employee’s leave balances	Up to 3 days. For over 3 days (see Funeral/Bereavement below)
Funeral/Bereavement <i>Policy GCBD-R Section C</i>	Funeral and/or Bereavement of family member	Grandparents Grandparents of Spouse Grandchildren Parents-In-Law	While off, must use sick leave, personal, or vacation leave.*	Three (3) days. Additional time with supervisory permission
Personal Leave	Personal reasons	Self	Obtain cost center manager approval at least 48 hours in advance.*	5 days per year. Only 3 days can be taken consecutively.
*If leave is depleted, leave without pay (LWOP) will be taken from employee’s pay.				

Revised: August 2010

EMPL ID

The Employee Identification Number is a five-digit number. The first number is *usually* a 0, and the next four digits are the last four numbers in the employee's Social Security Number (SS#). If the last four numbers of a SS# are duplicated by another employee, then the first digit for the next employee will be a 1. If a third employee has the same last four digits, then their first number will be a 2, etc. The last four digits of the Employee ID Number will always be the last four digits of their SS#.

LEAVE REPORT INSTRUCTIONS

1. Press firmly when printing, as the information must be seen on the original and both copies.
2. Enter any and all leave taken alongside the appropriate day of the stated month. "Leave" includes, but is not limited to, time off for sick, personal, vacation/annual, professional, jury duty, leave without pay, worker's compensation, family/medical leave (such as maternity leave or long term illness), administrative leave, military leave, bereavement leave, etc. Refer to proper codes on the Description and Code Chart on the front right side of the Leave Report form.

*If an employee has jury duty, a witness subpoena, or military orders, please attach a copy of that documentation to the leave report. Workers Comp and FMLA paperwork must be sent separately to the Risk Management Coordinator. However routine sick leave notes will be filed/maintained at the school level.

3. A letter of approval from Human Resources must accompany any approved absence that is an exception to School Division policy.
4. Employee will sign the Leave Report, certifying that all information is correct, and submit to the Principal/Supervisor in accordance with procedures established at each location. If an employee is unavailable to sign the leave report, write "NAS" (not available for signature) on the employee line, and the supervisor can still sign the leave report. The supervisor's signature is required in all cases.

5. Any overuse of credited leave will result in a reduction of the employee's salary. Therefore, employees should check the leave balance that is available at Employee On-Line.

6. Employees must track their own leave. Notify Finance of any leave discrepancies within 90 days of the questionable date.

7. There are two types of bereavement leave. One is for immediate family and the other is for other close family members. Always write the relationship to the employee after the word FUNERAL or BEREAVEMENT.

8. Five days per school year may be used for Personal Leave (See Policy GCBD-R, Section B). Only three days can be used consecutively. Unused PL converts to sick leave on June 30th.

9. Distribution: The white/green (original) copy must be forwarded to the Finance Department, the yellow copy is for the location/site where the employee works, and the pink copy is for the employee.

10. Notice to staff employee responsible for collecting Leave Reports at each location: Forward the signed/approved leave report, along with your location's monthly Leave Report Checklist, to the Risk Management Coordinator (in the Finance Department at Central Office) no later than the third (3rd) working day of the following month.

<u>757 area code</u>	<u>Quick Reference Guide</u>
603-6415	Risk Management Coordinator/ Senior Admin Assistant for Finance
603-6418	Senior Director for Finance
603-6419	Accounts Payable
603-6420	Accountant
603-6417	Finance Specialist
603-6506	Mail Courier (cell: 903-1070)
603-6425	Payroll (or 603-6426)
253-6644	Purchasing
603-6400	Receptionist/Central Office
603-6523	Human Resources
603-6410	Benefits
603-6481	Superintendent's Office
259-4154	Hotline Option 4: Fraud/Waste/Abuse