

Avon School District Substitute Teacher & Leave Request Form

Please complete this form at least two school days prior to leave. **Submit this form to the Principal if the substitute is for a 7-12 grade teacher or Julie Mudder if the substitute is for a PK-6 grade/SPED teacher.** If no substitute is needed, give this form directly to the Business Manager.

Employee Name: _____ Class(es) to Cover: _____

Date Form Submitted: _____ Date(s) Requested: _____

Full Day Leave: Half Day Leave: AM: PM:

Select the Type of Leave Requested:

Personal Illness (Sick Leave)

Professional Leave

Event: _____

Family Illness (Sick Leave)

Personal Leave

Reason: _____

Name: _____

Long Term Leave

Reason: _____

Relationship: _____

Bereavement (Sick Leave)

Vacation

Reason: _____

Name: _____

Relationship: _____

Employee's Signature

Date

Authorizing Administrator's Signature

Date

****Internal Use Only****

After obtaining a substitute, please give form to business office.

Substitute Contacted: YES NO

Substitute Covering Class(es): _____

Notes: _____

Date Absence Recorded in PR: _____

Days Used: _____ Days Remaining: _____

LEAVE POLICIES
Per Certified Negotiated Agreement

A. Sick Leave- Each employee shall be entitled to 10 days sick leave per school term without loss of pay. Sick leave shall accumulate to a maximum of 55 days. Sick leave shall be interpreted to mean:

- a. illness or injury to the employee;
- b. illness or injury to the employee's immediate family;
- c. bereavement, due to death in the employee's immediate family;
- d. time to attend the funeral of a friend or relative;
- e. time for health related appointments that cannot be scheduled on a non-school day; or
- f. adoption procedures.

A salary deduction of 1/175th of the employee's contract salary will be made for each day taken beyond the employee's accumulated sick leave. All sick leave requests shall be made at the earliest possible time to the appropriate principal.

Teachers shall be reimbursed at the rate of \$50.00 per day for unused sick leave after they have accumulated the maximum of 55 days. Payment for unused sick leave shall be included with the June payroll check; however, if employee is retiring from the Avon School District, the employee may choose to have sick/personal leave buyback paid in the regular May Payroll.

Amend. (2014-15)

B. Personal Leave - Each employee shall be entitled to two (2) days personal leave per school term. This will be non-cumulative. Except in the cases of extreme emergency all personal leave requests, stating reasons for personal leave, shall be submitted on a form available in the Superintendent's office, 48 hours in advance of the requested leave. There shall be no salary deduction for the first two days of personal leave.

For each additional day, 1/175th of the employee's contract salary shall be deducted. Personal leave is subject to the approval of the Superintendent and/or the Board. The Superintendent and/or the Board shall notify the employee of personal leave approval or rejection 24 hours after submission of the appropriate form. Teachers shall be reimbursed at the rate of \$50.00 per day for unused personal leave. Amend. (2014-15).

C. Professional Leave - Each employee shall be entitled to two (2) days professional leave. This leave will be no cumulative. Such leave shall be granted to an employee to attend professional workshops, clinics, or meetings related to the employee's field whose primary purpose is improvement of instruction.

There shall be no salary deduction for the first two days of professional leave. For each additional day, 1/175th of the employee's contract salary shall be deducted. Requests for professional leave should be made 48 hours in advance to the Superintendent's office on forms available there. Professional leave requests are subject to the approval of the Superintendent and/or the Board. Approval or rejection of requests shall be made to the employee 24 hours after submission of the appropriate form.