

## Know Your Contract

A few items the Rights Committee wants to highlight to Members when utilizing personal and sick leave.

First, all leave activity must be properly reported to the school/department supervisor through the *AESOP / Absent Management* system. Below are some answers to some of the most frequently asked questions.

What happens if I have a life event at the beginning or end of the school year?

### 330 PERSONAL LEAVE

*A. Personal leave may not be used during the first or last five student days of the school term, unit or District in-service days. Members may not use personal leave in any combination that includes both the day before and the day after either Winter or Spring vacations. Exceptions to the restrictions in Article 330 A. may be granted at the discretion of the District for major life events or upon recommendation of the unit administrator.*

Personal Leave may only be denied by your supervisor as outlined in 330E.

*E. Leave approval will be at the discretion of the immediate supervisor who may deny personal leave if the number of members requesting leave for any one day exceeds 10% of the teaching staff or two members, whichever is more at the unit level, or otherwise threatens to disrupt the unit's educational program. Denial notice must be given to the member at least 12 hours prior to the leave time.*

### 345 SICK LEAVE

*E. A member may use accrued sick leave for personal injury, personal illness, or for the illness or welfare of a person in the member's immediate family, as defined in Article 310. Leave used for immediate family shall be available only until a person can be obtained to care for the immediate family member.*

Although Members are not responsible to find a sub, Members may assist in the process. If a sub is unavailable, the Member may still utilize their leave but remember to consider your colleagues or other ASD staff who will be with your students.

*J. A false statement by the member regarding sick leave is sufficient grounds for cancellation of the contract and recommendation for revocation of the teaching certificate.*

Never lie or abuse the use of sick leave as it could be grounds for termination from ASD.

If you need assistance, please reach out to your [Rights Rep](#) or [Uniserv Director](#).