

EMPLOYEE LEAVE

Jury Duty and Court Appearances

The Board of Education recognizes the importance of the jury system in a democracy and the obligation of all citizens to serve as jurors. An employee will be granted a temporary leave of absence, with pay, for court appearances required by subpoena. Jury duty is considered an involuntary court appearance.

Military Leave

Emergency military leave will be granted, without pay, to any teacher who has completed one successful year in the District and who is inducted in, or recalled to, active military service in time of war or other emergency declared by proper authority of the state or of the United States. Upon return from such leave, the teacher will be placed on the salary schedule at the level which would have been achieved if leave had not been taken. Military leave is for one year at a time, and the teacher may renew leave each year thereafter for the duration of the military service.

Teachers who are members, either officers or enlisted men or women, of the Reserve Corps of the Army, the Navy, the Marine Corps, the Coast Guard, the Women's Auxiliary Corps, or any other component of the National Guard, shall, when ordered by the proper authority to active duty of service, be entitled to a leave of absence from such civil employment for the period of such active service without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence.

Professional Leave

Professional leave is not defined by Oklahoma law. Edmond Public Schools has authorized professional leave with prior approval for school activities. Educational conferences, conventions, in-service training, and possible other activities may be considered eligible for professional leave. Any professional leave taken must be in the best interest of the District, and travel is subject to availability of funds.

A. Selection Criteria

1. Is the activity in the best interest of the District?
2. Has the individual taken previous trips?
3. How much time has been missed by the individual due to illness, school activities, etc?
4. How much does the trip cost?

5. Is the individual to receive an award or is he/she making a presentation? Before proposing or accepting an offer to make an out-of-state presentation, prior approval is required from the Superintendent's office.

B. Procedure for Requesting Professional Leave for In-State Travel:

1. Any certified or support employee should make application on the appropriate form at least five (5) working days prior to the date of the leave. The request should be made to the building principal/supervisor.
2. The building principal/supervisor will recommend approval or rejection of the request and forward it to the designated Associate Superintendent.
3. Approval from the Associate Superintendent is not required when site funds are used to pay the cost of a substitute.
4. If the District is requested to pay the cost of the substitute, the Associate Superintendent must approve and process the application and return it to the school, notifying the school of the final decision.

C. Procedure for Requesting Professional Leave for Out-of-State Travel:

1. Any certified or support employee should make application on the appropriate form at least six (6) weeks prior to the trip. The request should be made to the building principal/supervisor.
2. The building principal/supervisor will recommend approval or rejection of the request and forward it to the designated Associate Superintendent.
3. The Associate Superintendent will discuss the request with appropriate instructional/administrative staff, recommend approval or rejection, and forward the request to the Superintendent.
4. The Board authorizes the Superintendent or his/her designee to make the final determination with regard to the status of requests for out-of-state professional leave.

Sabbatical Leave of Absence Without Pay

A sabbatical leave of absence is interpreted as leave from active duty granted for improving instruction. Any employee who has completed at least five (5) consecutive years of service in Edmond Public Schools may be granted a sabbatical leave of absence for travel or study which will contribute to his/her cultural and professional qualifications. A sabbatical leave may be granted by the Board of Education upon the recommendation of the Superintendent. The District will not give a salary or other

compensation to an employee while on sabbatical leave. The experience in the District which has already been accumulated prior to the period of sabbatical shall count toward placement on the salary schedule.

The maximum period of sabbatical leave shall not exceed twelve (12) calendar months. No sabbatical leave shall be granted to permit an employee to take gainful employment in an unrelated field of work.

An application for sabbatical leave shall be filed in writing in the office of the Superintendent of Schools not later than April 1, or November 1, preceding the semester for which the leave is requested. Application must include a detailed outline of the project or program to be undertaken. The employee returning from sabbatical leave shall submit such reports as are requested by the administration.

Prior rights to re-employment and effective date of return shall be determined at the time of approval of the application for the sabbatical. The employee shall reaffirm in writing the intent to return at least six (6) months prior to the effective date of return.

Sick, Emergency and Bereavement Leave

Edmond Public Schools employees will be granted sick leave, emergency leave and bereavement leave in compliance with state law and the District's negotiated agreements.