



# CAIRO AMERICAN COLLEGE

## HUMAN RESOURCES DEPARTMENT PROFESSIONAL STAFF MEMBER REQUEST FOR LEAVE 2020-2021

### Application Process

- Complete this form in full and meet with your Principal/Supervising Administrator for approval of your planned leave.
- The Principal/Supervising Administrator will then forward the form to the Human Resources Department (HR) for processing.
- After reviewing your remaining leave balance, HR will send you a scanned copy of the form with your remaining balance for your records.
- Please contact the subbing coordinator directly, at least 2 days prior to your leave, to arrange for an appropriate substitute during your absence.
- A form must be completed for every absence.

The Annual leave balance for each academic year is **3 personal days, up to 5 professional days, 10 sick days** (accumulative up to 60 days), and **5-10 emergency days**.

Full-time PSMs will be paid \$100 per day, up to a maximum of three (3) days per year for unused personal leave days. Payment will be included in the summer check. Leave balances and personal leave buy-back rates for part-time PSMs will be prorated to the PSM's teaching load in accordance with Board Policies.

Note: An absence of four hours or more will be considered as a full day, less than four hours is considered a half day.

### Please Check One

(See leave policies on the back of this form)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>Personal</b> | <input type="checkbox"/> <b>Unpaid</b>    | <input type="checkbox"/> <b>Professional</b> |
| <input type="checkbox"/> <b>Sick</b>     | <input type="checkbox"/> <b>Emergency</b> | <input type="checkbox"/> <b>Other</b>        |

\_\_\_\_\_ (Please Specify)

**ID Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Leave is requested for the following day(s):** \_\_\_\_\_

**Expected to return to work on:** \_\_\_\_\_

**Reason for Leave:** \_\_\_\_\_

### Substitute requested

(If yes please contact the subbing coordinator directly)

Yes \_\_\_\_\_

No \_\_\_\_\_

**PSM**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Principal**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**HOS (if required)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### REMAINING LEAVE DAYS (For office use only)

Personal \_\_\_\_\_ Professional \_\_\_\_\_ Emergency \_\_\_\_\_ Sick \_\_\_\_\_ Other \_\_\_\_\_

## **POLICY**

### **SICK LEAVE**

The PSM shall be entitled to 10 working days sick leave at full pay annually, cumulative to sixty 60 working days. Sick days may be used for the care of dependents with the concurrence of the Administration. (Policy 5.3091)

### **PERSONAL LEAVE**

Up to three days shall be granted to each PSM per year for personal leave. This leave may not be taken on days that immediately precede or follow school holidays or professional activities which occur outside of Cairo, without the explicit permission of the Head of School. The intent of such leave is to provide the employee with time to take care of pressing personal business (5.3092).

### **PROFESSIONAL LEAVE:**

Up to a maximum of five days will be granted for educational leave each year, this will be given to allow PSMs to attend workshops, conferences or projects that enhance the professional growth of the PSM and contribute to the mission, goals, and objectives of the school. Final approval or disapproval will be given by the Head of School and/or his/her designee if: (Policy 5.3097)

- An educational leave request has been completed with the approval of the PSM's principal.
- The activity deals with the PSM's area or field of study.
- The leave does not substantially interfere with the teaching duties or related responsibilities of the PSM.
- An appropriate substitute teacher is available.

### **EMERGENCY LEAVE**

Emergency leave may be granted to all PSMs due to a death or critical illness in the PSM's immediate family. This leave entails five (5) working days' leave but is extendible up to ten (10) days at the discretion of the administration. This leave is granted only once in any school year for the same emergency.

### **PROFESSIONAL STAFF RECRUITING LEAVE**

PSM may request two (2) professional days and three (3) personal days to attend recruiting fairs. PSMs must return an unsigned contract if they are attending a recruiting fair.

### **MATERNITY LEAVE**

Maternity leave with full pay shall be granted for 90 calendar days to a PSM who has been employed for six months immediately prior to that leave. Maternity leave may begin no more than 30 days prior to the due date. Leave without pay (30 calendar days) may be granted to a PSM with less than six months service. Maternity leave is not considered sick leave, nor can sick leave be used in connection with maternity, except in special circumstances as certified by a physician.

The father may be granted 10 working days of paternity leave to assist immediately after the birth of a child.

Adoption leave with full pay may be granted for up to a total of 60 calendar days immediately following the granting of formal custody to a PSM who has been employed for six months prior to that leave. This leave will not exceed 60 calendar days per couple. An extension of up to 30 calendar days of unpaid leave may be granted.

### **Definitions:**

**Immediate Family:** is defined as the spouse, mother or stepmother, father or stepfather, sister, brother, son or stepson or daughter, or stepdaughter of the PSM.

**Authorized dependents:** shall mean the PSM's spouse and children, stepchildren and legally adopted children, who are under the age of 19 years and who reside permanently with the PSM.

In those cases where another individual or individuals served as the primary care giver of the PSM, the PSM may substitute that individual or individuals for the parent or parents. This substitution must be indicated at the time of hire and cannot be changed once reported.