

**BRISTOL TENNESSEE CITY SCHOOLS
SUMMARY OF LEAVE TYPES**

<u>TIME OFF CODE</u>	<u>BTCS BOARD POLICY</u>
ASSIGNMENT OUT OF BUILDING	Not in Board Policy. This leave type is used to account for time worked while not at the assigned location, such as travel for athletic competitions, other types of student competitions, field trips, etc.
BEREAVEMENT HOURS (5.3011)	<p>Employees shall be granted three (3) consecutive days of paid leave due to the death of the employee’s grandparent, sibling, current mother-in-law, current father-in-law, current daughter-in-law, current son-in-law, current brother-in-law, current sister-in-law, aunt, uncle, niece, or nephew. This time shall be granted without charge to the affected employees’ personal or sick leave.</p> <p>A maximum of five (5) consecutive days of leave per school year per incident may be granted due to the death of the employee's wife or husband, mother or father, children, grandchildren, stepchildren, or stepparents.</p> <p>Additional time beyond the days listed above may be charged against personal leave or sick leave.</p>
CIVIC LEAVE (5.301)	Two (2) days are permitted for civic leave per school year at the discretion of the director of schools. Civic leave includes working at elections, guest speakers for organizations, and other activities as approved by the director of schools or designee. This leave is non-cumulative.
COMPENSATORY TIME (5.602)	In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for every one hour of overtime over 40 hours in a pay week, if such compensatory time (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and (2) is authorized by the immediate supervisor.
JURY DUTY (5.301)	Upon receiving a summons to report for jury duty, employees shall, on their next work day, notify their immediate supervisor and provide them with a copy of the jury summons. Employees shall be excused from employment for each day the employee’s service as a juror in any Tennessee state court or court of the United States exceeds three (3) hours.
PAID FAMILY MEDICAL LEAVE (5.305)	Six (6) work weeks of paid leave is available to eligible full time employees after a birth, stillbirth, or adoption of a newly placed minor child. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed with a Tennessee school district full time for at least twelve (12) consecutive months. PLEASE CONSULT HR BENEFITS ADMINISTRATOR REGARDING ELIGIBILITY FOR LEAVE.
PERSONAL LEAVE (5.303)	<p>Subject to the following conditions, personal leave may be taken at the discretion of the employee:</p> <ol style="list-style-type: none"> 1. Except in emergency, each employee shall give the principal at least one day’s notice in writing of intent to take leave; 2. The approval of the principal of the school shall be required: <ol style="list-style-type: none"> a. If more than ten percent (10%) of the teachers in any given school request its use on the same day; b. If requested during any prior established student examination period; c. If requested on the day immediately preceding or following a holiday or vacation period; d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the local board of education prior to the commencement of the school year; or e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the local board of education prior to the commencement of the school year. <p>Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.</p>
PROFESSIONAL LEAVE (5.303)	<p>Professional leave is a short, temporary absence from work for the purpose of attending workshops and other meetings relating to school business or professional development purposes.</p> <p>Annually, a maximum of three (3) days per school year of professional leave may be granted with no loss of pay to attend a university or college. Travel time will be included in the three days if distance requires it.</p> <p>Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.</p>
SICK LEAVE (5.302)	<p>Certified personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days. Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband ,parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter- in-law, son-in-law, brother-in-law, and sister-in-law.</p> <p>Full-time, non-certified personnel shall earn one (1) day of sick leave for each month an employee is employed.</p>
TIME OFF WITHOUT PAY	Not in Board Policy. This leave type is used to account for time off without pay. Employees should use all other leave types before requesting this type of leave.
VACATION LEAVE (5.310)	Refer to Board Policy for leave accrual schedule. Vacation days may be taken at the discretion of the employee and approval of the immediate supervisor. Temporary or part-time employees shall not earn vacation leave.

Note: Leave types should be used as applicable to each individual position. Leave codes may not be available to all positions in Skyward, if not applicable.



Skyward Instructions – Entering Leave Requests:

1. Go to your Skyward Account and select Employee Access.
(<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbristoltn/seplog01.w>)
2. At the top of the screen, click on “Time Off”
3. Click on “My Requests” in the list
4. On the right side of the next screen, click the “Add” button.
5. On the next screen, under “Time Off Code” click on the drop down box, and choose the type of leave you want to take. The “Reason” will automatically change to the same code.
6. In the “Description” box, enter details of your leave (dr. appt., out of town trip, etc.).
7. At the “Start Date” enter the date of the absence (MM/DD/YYYY) or use the calendar to select the date. If out multiple days, each date needs to be entered as a separate request.
***Example:** If you were out Dec. 10, 11 and 12, do **not** enter 3.00 days for 12/10/XX. You would enter three individual leave requests – one for each date.*
8. At “Days” enter the amount of the day you were absent. *BTCS only uses quarter day increments of 2 hours each. Therefore, you would enter either 0.25, 0.50, 0.75 or 1.00. During summer hours, a full day is 1.25 quarters.*
9. At “Start Time” enter the time you left during the day. (This box is optional.)
10. Under “Select additional employees to notify when this request is submitted and approved/denied” please click on “Select Employee(s)” and find the school secretary for your building. Click the box to the left of her name, and choose “Save”. (If there are other employees you want to notify, find their names and click the box to the left of their names.)
11. **REVIEW THE ENTIRE SCREEN.** If all information has been entered, on the right side of the screen, click on the “Save” button.*

If the absence date is prior to today’s date, you will receive a pop-up warning screen. If the date is correct, “Do you want to continue?” Click the **OK** button.

Your leave request will be forwarded to your principal or supervisor for approval.

*You will receive an email when the approval process is complete. If your request is denied, you will also receive an email. The most common reason for a denial is incorrect information entered on the original request. You will need to resubmit your request with the correct information.