

## STAFF LEAVES AND ABSENCES

All employee leaves and absences are subject to school division policy and regulations. The superintendent shall establish any regulations necessary for the application of the division's policies regarding leaves and absences.

Adopted: August 14, 1996

Adopted: July 19, 2002

Revised: March 28, 2012

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.:	GCBE	Family and Medical Leave
	GCBEA	Leave Without Pay
	GCBEB	Military Leave and Benefits
	GCQA	Nonschool Employment by Staff Members

## Travel Expenses

### A. Generally

A staff member may be authorized to attend a meeting or conference without loss of pay and be reimbursed for expenses incurred upon submission of an appropriate application and request for reimbursement. Compensation for travel will be made only when the provisions of this regulation are followed.

### B. Budget

To insure the most effective use of travel account funds and provide the maximum return to the school division the following budgetary guidelines will be implemented:

1. Projected travel plans should include the purpose of the conference, date (s) of conference, destination, method of travel and the source of funding. A form will be provided.
2. In developing such proposals, school employees in different areas (principals, teachers, counselors, etc.) should be consulted and an effort made to diversify travel so that all areas of activity within the division would benefit.
3. The remaining funds will be allocated for itinerant travel and other needs that may arise during the school year.

### C. Requests

A form entitled "**Application for Professional Leave**" must be completed, approved by the employee's immediate supervisor and submitted to the appropriate central office administrator as indicated on the form for the consideration in **advance of anticipated** one day trips and/or for overnight or longer trips.

### D. Approval/Limited Approval /Disapproval

1. All requests are given due consideration. Not all can be fully compensated. The following activities are among those used as guidelines in establishing priorities:
  - a. Employees conducting official business for the school division and so designated by the administration.
  - b. Employees invited to present papers, appear on panels or speak to topics reporting on programs and/or activities emanating from this division.
  - c. Employees desiring to visit other divisions with outstanding programs and/or facilities relevant to ongoing studies within the division.
  - d. Employees who are officers, officers elect or directors of educational organizations and who do not receive travel reimbursement from the organization concerned.

2. Approval or disapproval of the request will be noted on the copy of the form which is returned to the applicant. In some instances limited approval will be given assuming the employee agrees to share a percentage of the total anticipated costs.

#### **E. Reimbursement**

Employees must pay all costs out of their personal funds, unless prior arrangements have been made.

After return from an approved trip for which reimbursement is to be made, a completed "Travel Expense Form" should be filled out with actual bills or stubs (signed by appropriate individual) attached and should be returned immediately to the same central office administrator who approved the request to attend the conference or meeting. Reimbursement will be made after the next School Board Meeting after the request is submitted.

1. For overnight expenses and airline or railroad travel, hotel and ticket receipts must accompany the form.
2. Automobile travel expense is reimbursed at the rate of 32 cents per mile. Personnel going to the same meeting are expected to travel together, four people per car.
3. While attending out-of-town meetings, school personnel are requested to remain within reasonable limits for meals and overnight accommodations.

#### **F. Travel Reimbursement**

Reimbursement for travel will be for actual expenses incurred base on an itemized listing of the expenses and supported by the necessary receipts. No reimbursement will be made without supporting documentation.

- G. Credit Card Expenses** (Prior Approval for use is required) Allowable expenses –
- Meals (\$38/day maximum)
  - Lodging
  - Fuel

A receipt must accompany all expenses. All receipts must be signed by the individual(s) that received services. A list of all individuals that were involved in expenses receipts must be provided. **Room service is not an allowable expenditure.** All credit card expenses will be carefully scrutinized and if proper procedures are not followed and expenses incurred that not allowable, the individual that incurs the expense will be responsible for payment.

**Adopted by the Dickenson County School Board on November 29, 2004**

# CREDIT CARD LOG

GCBD-F1

Use this form to report all credit card charges made using a Dickenson County Schools credit card.  
**You must attach receipts for all charges included on this form.**

Name of person submitting log:	Date Submitted	
Signature:		
Name of Conference/Meeting attended:		
Date(s) of Conference/Meeting:		
Location of Conference/Meeting:		
Names of all conference/meeting attendees for whom charges are included on this log:		

In the spaces below please break down the charges included on this log.  
 Remember to attach **all receipts** for charges included here.

Date	Merchant Name	Description of Charges (i.e., meals, fuel, lodging)	Transaction Amount
<b>Total</b>		\$	-

I have verified that these are accepted charges.

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Accounts Payable Clerk, Dickenson County Schools

# Travel Reimbursement Voucher

GCBD-F2

Use this form to request reimbursement for travel expenses incurred in participation in an activity authorized in service to Dickenson County Schools. **You must attach receipts for all expenses included on this form.**

<b>Name of person submitting log:</b> <input style="width: 95%;" type="text"/>	<b>Date Submitted</b>	<input style="width: 95%; height: 20px;" type="text"/>
<b>Name of Conference/Meeting attended:</b> <input style="width: 95%;" type="text"/>		
<b>Date(s) of Conference/Meeting:</b> <input style="width: 95%;" type="text"/>		
<b>Location of Conference/Meeting:</b> <input style="width: 95%;" type="text"/>		
<p>I hereby certify that the travel expenses indicated below and for which I request reimbursement were incurred in service to Dickenson County Schools and were necessary to the performance of such service. I understand that the authorized reimbursement rate for mileage on privately owned vehicles is \$0.32 per mile.</p>		
<b>Signature:</b>		<input style="width: 95%; height: 25px;" type="text"/>

In the spaces below please itemize the expenses for which you are requesting reimbursement. Remember to attach **all receipts** for charges included here.

Mileage					
Date	Odometer Reading Start	Odometer Reading End		Total Mileage	Reimbursement Amount (total mileage x \$0.32 per mile)
				0	\$ -

Lodging			
Date	No. of Nights	Rate per night (include applicable taxes)	Reimbursement Amount
			\$ -

Meals		
List reimbursement amounts separately as they appear on receipts.		
Date		Reimbursement Amount
Total Meals Reimbursement		\$ -
<b>Total Reimbursement Requested</b>		
Total Reimbursement Requested		\$ -

I have verified that these are accepted charges.

## SICK LEAVE POLICY

The Dickenson County School Division operates under the regulations governing the State Sick Leave Plan for Teachers (Revised-Effective September 1, 1980) as supplemented by school board policies.

The following provisions apply to all full-time, salaried teachers, administrators, central office staff and support staff.

- A. Employees on a twelve (12) month contract will be allowed twelve days sick leave per year. All other employees contracted for ten (10) months or more will be allowed ten days sick leave per year. Teachers also employed as bus drivers will be limited to a total of ten days sick leave per year. Employees contracted for less than ten (10) months will be allowed nine days sick leave per year.
- B. VRS Retirement Plan 1 or Plan 2 Employees - Employees on the VRS Retirement Plan 1 or Plan 2 may accumulate sick days, if not used, continuously during their employment career with Dickenson County Public Schools.
- C. VRS Hybrid Retirement Plan Employees - Employees on the VRS Hybrid Retirement Plan may accumulate a maximum of ninety (90) sick days, if not used, during their employment career with Dickenson County public Schools.
- D. Earnings for less than a full year shall be at the rate of one day per month or major fraction thereof. This provision applies to those employees who do not begin work at the start of the contracted period and to those who do not complete the full contracted period.
- E. An employee cannot claim any portion of sick leave unless he has actually reported for duty in accordance with the terms of his contract. However, if an employee is unable, because of accident or illness, to begin work in accordance with the terms of his contract, such employee may use accumulated leave to his credit not to exceed such balances as of June 30 of the immediate preceding school year.
- F. Such leave must be taken in minimum of one-half day increments.
- G. The principal or superintendent shall have the authority to require reasonable proof of illness when he deems it necessary.

Sick leave shall be allowed for personal illness, medical or dental appointments, death in the family, quarantine, injury, pregnancy, temporary physical or mental incapacity or illness in the immediate family requiring the attendance of the employee for not more than four (4) days in any one case. (The term "immediate family" of an employee shall be regarded to include mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, grandchildren, wife, husband, children, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law and any relative living in the household of the employee.) Due to extenuating circumstances as determined by the division superintendent, more than four days may be granted.

Employees covered under this policy may transfer from one public school system to another in Virginia and likewise transfer any such accumulated leave, up to the maximum allowed, if the school board of the system to which the transfer is made signifies its willingness to accept such transfer.

The School Board of Dickenson County accepts the transfer of accumulated sick leave, up to the maximum allowed, from other school systems in Virginia for professional instructional, administrative and supervisory personnel only.

An employee will be presumed to have left public school employment if he accepts employment other than in the public school system of Virginia, or is unable to be employed in the public schools of Virginia for a period of three (3) consecutive years because of illness or physical disability or family responsibility. An employee who leaves employment in the public schools to enter the armed services does not forfeit accumulated earnings unless he fails to return to public school employment immediately upon discharge from an original tour of duty in the armed services. However, current earnings cannot be allowed for the period while in the service.

Payment for unused sick leave will be paid to employees upon RETIREMENT from the Dickenson County Public School system or leaving the system under provisions of the Virginia Retirement System and provided that the eligible employee has completed a minimum of three (3) years uninterrupted service including the year of retirement or severance. Such service shall have been in a sick leave earning/accrual position in the Dickenson County School System. Payment shall be made at the rate of \$55.00 per day for professionals, and \$40.00 per day for classified employees. Those employees leaving the system prior to retirement or not under the provisions of the Virginia Retirement System and with a minimum of three (3) years uninterrupted service will be paid for unused sick leave at the following rates — professional - \$30.00 per day and classified - \$20 per day.

Leave is granted to all employees for injury sustained on the job in accordance with the Worker's Compensation Act.

#### TRANSFER OF SICK LEAVE TO ANOTHER EMPLOYEE

Employees on the VRS Retirement Plan 1 or Plan 2 may transfer sick leave days to another eligible contracted employee. The person giving the days must complete the necessary form provided for this purpose and his/her signature must be witnessed by the person receiving the days and the Clerk of the School Board.

Employees on the VRS Hybrid Retirement Plan may transfer sick days to or receive sick days from other employees for a period of 12 uninterrupted months from their initial hire date.

#### LIMITATIONS TO TRANSFER AND RECEIPT OF SICK DAYS

1. Only sick leave earned in this county may be transferred to another employee.
2. No employee may transfer more than a total of 10 days per year.
3. An employee may transfer only 5 sick days per occasion, not to exceed the 10 allowable days.
4. The receiving employee must have exhausted his/her entire supply of leave days, including the two (2) personal days and the three (3) personal days in order to receive transferred days.
5. The receiving employee will not be allowed to accept more than 25 total days per year.
6. Sick leave days cannot be bought or sold under any circumstances. (ABSOLUTELY NO EXCEPTIONS)

Exceptions to this policy will only be allowed by school board approval. The superintendent may act on behalf of the board only if days are exhausted from one board meeting to the next. Requests must be made in writing by employees involved.

Approved: September 24, 2008

Revised: November 21, 2011

Revised: April 28, 2017

### PAYMENT OF UNUSED SICK LEAVE

Payment for accumulated sick leave will be made upon termination, retirement, disability, or death of employee provided the employee has completed three (3) years of uninterrupted service. The days paid will not be more than the total days earned or was given by another employee (less any days given to another employee) while employed by Dickenson County School Board. Professional employees will be paid at the rate of \$55.00 per day at retirement, disability, or death, and \$30.00 per day for those professionals leaving the system prior to retirement provided the employee has completed three (3) years of uninterrupted service. Classified employees will be paid at a rate of \$40.00 per day at retirement, disability, or death, and \$20.00 per day for those classified employees leaving the system prior to retirement provided the employee has completed three (3) years of uninterrupted service.

Payment for unused sick leave will be made with the first payroll prepared after date of termination of employee. If employee does not want to be paid but desires to transfer sick leave to another division or wants to retain sick leave in anticipation of future employment, the Clerk must be notified, in writing, by the date the employee is terminated.

### TWO-DAYS PERSONAL LEAVE

Each contracted employee will be allowed two (2) days Personal Leave per year which may be used for any purpose. School board will pay substitute. If not used, these days will be added to accumulated sick leave at the end of the year.

In case of employees who do not work the full contract year, the two days will be prorated according to the portion of contract year worked.

### THREE-DAYS PERSONAL LEAVE

Employees contracted for ten (10) months or more will be allowed three (3) days Personal Leave per year which may be used for any purpose. School board will pay substitute but will deduct highest substitute teacher pay from teacher's salary. For all other employees, the rate of substitute pay will be deducted from employee's salary. If not used, these days will not be added to accumulated sick leave at the end of the year.

In case of employees who do not work the full contract year, the three days will be prorated according to the portion of contract year worked.

Adopted: November 13, 1997  
Revised: June 26, 2008  
Revised: July 16, 2008  
Revised: November 21, 2011  
Retroactive to July 1, 1997  
Revised: April 28, 2017

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## SABBATICAL LEAVE POLICY

The Dickenson County School Board may grant education sabbatical leave to tenured personnel (teachers, administrators and instructional supervisors) for a period not to exceed one year. If additional time is needed to complete requirements beyond the one year, an additional request must be made.

Applications for sabbatical leave must be made to the school board prior to March 1 for the succeeding school year.

### Additional Provisions:

1. No salary will be paid while on sabbatical leave.
2. Group life insurance paid by the individual.
3. Health insurance premium paid by the individual.
4. One year experience will be granted on salary scale.
5. May return to same position upon returning to the system.
6. The individual is obligated to teach/work at least one year in the system after finishing degree requirements.

This Sabbatical Leave Policy adopted by the Dickenson County School Board on January 11, 1995.

Secretaries Vacation Days: Elementary and Secondary  
Effective  
July 2001

At the end of the 2000-01 school year, those elementary and secondary school secretaries who have a minimum of five (5) years experience as a school secretary will be eligible for fifteen (15) vacation days per year. Secretaries are expected to use ten (10) of those vacation days during the summer break and no more than five (5) vacation days during the regular school year. Of these five during the regular school year, no more than two (2) consecutive days may be used at any given time. Before any vacation days are used, the secretary must receive prior approval from the principal.

APPROVED BY DICKENSON COUNTY SCHOOL BOARD ON JUNE 20, 2001

## VACATION DAYS FOR CUSTODIANS, MAINTENANCE AND MECHANICS

Effective July, 2001, those employees who are custodians, maintenance and mechanics who have a minimum of five (5) years experience as a custodian, maintenance or mechanic will be eligible for fifteen (15) vacation days per year.

They are expected to use ten (10) of those vacation days during the summer break and no more than five (5) vacation days during the regular school year. Of these five (5) days during the regular school year, not more than two (2) consecutive days may be used at any given time. Before any vacation days are used, the employee must receive prior approval from his/her immediate supervisor.

Approved by the Dickenson County School Board on July 30, 2001

## ANNUAL LEAVE (VACATION)

### Generally

The Dickenson County School Board will grant paid annual leave (vacation) to all full-time 12-month employees.

Annual leave time is calculated on a full fiscal year basis (July 1- June 30) and begins with the date of employment and is prorated for less than a full year's service. Annual leave must be earned before it can be taken and must be used in half-day or full-day increments. No accumulated annual leave may be transferred in from another school division or from employee to employee.

Annual leave accrual time will be as follows:

Annual Leave (Vacation) Table

Years of Service	Leave Earned each Month	Leave Earned each Year
0-4	0.833 Day	10 Days
5+	1.250 Days	15 Days

Full-time 12-month employees may accrue and carryover from year to year a maximum of the two most recent fiscal years of unused annual leave. The division will determine each employee's annual leave accrual for the service year just ending on June 30 of each year. Any annual leave accrued in excess of the two most recent fiscal years must be used by July 1 or the excess annual leave will be forfeited as leave not taken.

### Scheduling Annual Leave

Annual leave must be approved in advance by the employees' immediate supervisor or the Superintendent. Annual leave should be scheduled so as not to impede or interfere with the work schedule or the operation of the school division.

### Termination of Employment

Full-time 12-month employees terminating employment with the division will receive payment for earned, accumulated, and unused annual leave days up to a maximum of the allowable carryover for the two most recent completed fiscal years. The School Board's records and determination on the amount of allowable annual leave will be open for employee review and in the event of any confusion or controversy regarding this issue, the School Board's determination on the issue will be final.

Adopted: October 24, 2012