

LEAVE TIME POLICIES

Paid leave benefits, such sick and personal time, are provided to benefit-eligible employees to utilize for any number of reasons throughout the school year. These absences are in addition to regularly scheduled school vacations and holidays. Therefore, unpaid time off is not permitted, unless there are extenuating circumstances and approval is given by the Superintendent in writing, in advance.

EFFECTIVE IMMEDIATELY, the reason “Unpaid Absence” is no longer available to ANY Thomaston employee in AESOP. As a result, the following protocols MUST be followed:

ABSENCES for Employees with NO PAID LEAVE:

Do not use AESOP, instead, send an email stating the date, reason for your absence, and whether or not a substitute is needed to all three listed below:

- (1) Kelly Services
- (2) your Building Administrator AND
- (3) your Building Secretary

ABSENCES for Employees with PAID LEAVE:

Employees in ***TSAA Positions***: Continue to use the three-part form.

Employees in ***TEA and AFSCME Positions***: Use AESOP entering the applicable accrued leave time from the dropdown menu (TEA/AFSCME SICK, TEA/AFSCME PERSONAL, AFSCME FLOATING HOLIDAY, or AFSCME VACATION). If you have exhausted your accrued leave time, you must reach out to the Superintendent to request unpaid time, which will only be approved for special circumstances.

BEREAVEMENT TIME:

ALL TEA/AFSCME Employees MUST:

Consult your applicable Collective Bargaining Agreement to see if the deceased meets the definition of a qualified relative.

If a qualified relative, submit either Sick or Personal time as a “placeholder” for the applicable number of days into Aesop.

Email your Building Administrator, Building Secretary and HR, with a copy of the Obituary attached/included.

If the deceased meets the qualifications, per the applicable Collective Bargaining Agreement, Human Resources will approve your time and replace your accrued time with “Bereavement Time”.

PLEASE NOTE: If you submit Sick time for a bereavement leave, and it is determined that the deceased does not qualify as a relative per your contract definition, Sick time is NOT permitted for this type of leave. Therefore, any accrued Personal time will be utilized, otherwise, you will be unpaid for this absence. It is always beneficial for you to check your Collective Bargaining Agreement, or confirming with HR, PRIOR to entering your absence.

JURY DUTY:

ALL TEA/AFSCME Employees MUST:

Consult your applicable Collective Bargaining Agreement for rules related to Jury Duty.

Once you are notified that you need to report for Jury Duty, submit either Sick or Personal time as a “placeholder” for the applicable date in Aesop.

Submit a copy of the notice to Human Resources, your Building Administrator and Building Secretary.

Call the night before to confirm your appointment:

If cancelled

- cancel your absence request in Aesop
- Email Human Resources, your Building Administrator and Building Secretary
- Report to work as you normally would (failure to report to work may be considered job abandonment)

If scheduled to appear

- Submit the court document provided at the end of the day to Human Resources. Your accrued time will be replaced by “Jury Duty” in Aesop.
- If you are selected to serve on a Jury, Human Resources will discuss these details with you further, on a case by case basis.

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If you have any questions regarding the above, please contact Human Resources by email at HR@thomastonschools.org.