



## Requested Leave Policy

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### Rationale

Forest Charter School wishes to honor its credentialed employee's individual opportunities and personal time. Further, FCS acknowledges the benefit to the school when a teacher enhances his or her knowledge of the global community through travel.

At the same time, FCS must consider the impact of an employee's absence on the school community. During an absence, other employees may need to complete daily duties; and, if a teacher takes an extended personal leave, there may be a need to support that teacher's students. Further, in the event of a student crisis, the student's closest contact is not available. Therefore, Forest Charter School must find a balance between supporting teachers when they have travel opportunities and being respectful to the school community as a whole. Ultimately, if all FCS staff members took extended trips and /or personal holidays (even if the holidays were staggered throughout the school year), the impact on the school would be unmanageable. With these considerations in mind, Forest Charter School has adopted the following policy:

### Policy

- For each school year all credentialed full-time personnel will receive 5 sick days and 5 leave days for which he or she can apply. (Part-time employees will have these days pro-rated.)
- Leave days are not extra vacations days to which teachers are entitled. Rather, they have been put into place to allow teachers to apply for time off in case of extenuating circumstances, or emergencies and still be paid for up to five days.
- A teacher needs to request a leave day if he or she would not be able to get to the local site that same day in case a need arises.
- FCS reserves the right to deny a request to use these days
- If an ST receives approval for leave that goes beyond the allotted 5 leave days, he or she may not be paid for the extra days.

- Requests for leave that conflict with trainings such as BTSA, or ELL will require special consideration.
- Any leave days not used by the end of the year will be converted into sick days.
- All requests to use leave days must be submitted for approval to the Executive Director in writing using the Application for Leave form. Requests for leave should be submitted as early as possible, but preferably at least fifteen days prior to the first requested leave day.