Article 11 - LEAVES

11.1 General Provisions

The Employer shall provide the leaves set forth in this article and any other leaves mandated by State law to eligible bargaining unit members. The provisions of this Article shall apply only to eligible bargaining unit members.

11.1.1 A unit member granted a leave of absence for more than a semester, or more than six (6) months in a twelve (12) month program, shall be placed on the unassigned list.

11.1.2 If the position from which the leave was granted has been filled by a substitute or temporary unit member or if the position is vacant, the returning unit member shall have the right to return to that position or a comparable position, provided it is done immediately upon return from leave and within one year.

11.1.3 Unit members who are unassigned and/or who are returning from leave shall be given the first opportunity to accept vacancies for which they are qualified.

11.1.4 For the purpose of this article, "immediate family" is defined as: Mother, father, grandmother, grandfather, grandchild of employee or spouse of employee, spouse, son, son-in-law, daughter, daughter-in-law, stepchild, mother-in-law, father-in-law, brother or sister of employee, guardian or domestic partner, dependents of the employee, other person permanently living in the immediate familial household of the employee.

11.2 Leave of Absence Without Pay

11.2.1 General Provisions

11.2.1.1 A leave of absence without pay is defined as an approved absence from service for a prescribed period of time (without salary and certain benefits.) Unit members shall be allowed to pay premiums in order to continue fringe benefits while on leave.

11.2.1.2 A leave of absence without pay may be recommended by the Superintendent to the Board of Education for study, health, maternity or pregnancy, paternity, Adoption or family responsibility, travel, unusual opportunity for professional employment, and/or valid personal reason.

11.2.1.3 Except for maternity/paternity/adoption, pregnancy and military leaves, leaves shall be granted only to tenured unit members.

11.2.1.4 Leaves for emergency reasons may be requested after deadlines; at least two weeks notice should be given the Superintendent in any case.

11.2.1.5 Leaves of absence without pay are granted for a maximum of one year.

11.2.1.6 Additional years may be granted in exceptional cases upon request and recommended by the Superintendent. A leave beyond two consecutive years may be granted by the Superintendent when a special benefit is accrued to the Employer.

11.2.1.7 Applications for leave shall be filed by March 1, for the following fall semester and November 1, for the following spring semester.
11.2.2 Maternity, Paternity and Adoption Leave

11.2.2.1 A unit member may use up to six (6) days of his/her accumulated sick leave balance in connection with the birth or adoption of a son or daughter. (Also see Section 11.9.9.)

11.2.2.2 In addition to above, a unit member may request unpaid leave prior to and following pregnancy leave or childbirth for a period of one year. A unit member whose spouse or partner is pregnant or involved in adopting a child may request an unpaid leave for a period of one year. Leaves may be extended for a one-year period upon request and approval by the Employer for a maximum total of three years. Unit members on a non-paid maternity leave shall have the same fringe benefits as stated in Pregnancy Leave for that period of time the physician certifies they are disabled.

11.2.3 Professional Growth Leave

A unit member granted a leave for professional growth shall return to duty within 45 days of cessation of such leave. A unit member granted leave of absence under this provision shall present documentation of work equivalent to at least 12 semester units in one year.

11.2.4 Leave for Travel

A leave for travel may be granted for a school year or for one entire semester. (See Article 24 - Compensation regarding credit.)

11.2.5 Leave for Teaching in Another Country

Leaves of absence for teaching in another country may be granted. In granting leaves for teaching in another country, consideration will be given to length of service, teaching record, order of application and type of assignment. Generally, unit members must have had at least five years of service with the Employer.

11.2.6 Leave for Public Office

A unit member is permitted either part-time or full-time leave of absence without pay for the purpose of campaigning for public office to a maximum of one year. A unit member elected to full-time public office shall be granted leave of absence without pay for the period of time served in the office. Leave for less than full-time public office may be granted by the Employer.

11.2.7 Release Time Provisions for Association Officers

11.2.7.1 The Employer shall grant release time for up to two (2) Association officers. The Association President and any other designated officer shall receive compensation and benefits as though he/she were an employee of the District. The Association shall designate in writing the appropriate placement for each officer on the District’s existing certificated teacher salary schedule. (See also Section 24.7.5.)

11.2.7.2 The Association shall reimburse the District for full costs of the Association President and any other designated officer on a quarterly basis.
Upon the end of such release time, the unit member(s) shall have the right to be reassigned to his/her former site and, if possible, former position and will maintain seniority and shall advance on the salary schedule as if the officer had continued to teach.

The Association shall maintain workers' compensation coverage for each officer designated under these release time provisions.

Legislative Leave

A permanent unit member in a position requiring certification qualifications, who is elected to the Legislature, shall be granted a leave of absence from duties as an employee of the District by the governing board of the District.

During the leave of absence, the unit member may be assigned by the Employer to perform less than full-time services requiring certification qualifications, for mutually agreed upon terms, conditions and compensation.

The classification of the unit member shall not be affected. The unit member shall be entitled to return to the classification held at the time of election, at a salary to which he/she would have been entitled had the unit member not been accorded this absence, provided the return occurs within six months after the term of office expires.

General Leave

Twenty-five (25) full-time general leaves may be granted each year to permanent unit members who have rendered at least seven full-time consecutive years of satisfactory service immediately preceding general leave.

At least five (5) of these leaves shall be granted in the Early Childhood Education Centers. Adult Education and Early Childhood Education unit members with less than full-time contracts are eligible.

- The leave shall be limited to one school year and shall be non-renewable.
- The leave shall be without pay.
- The request/application for leave must be filed with the understanding that the right to return to the original position is not guaranteed.
- Upon written authorization, this leave shall be granted with the understanding that the right to return to the original position is not guaranteed.
- This leave shall not be granted during an evaluation year or for the year in which a consecutive annual evaluation is scheduled.
- The final determination or selection of applicants shall rest with the Employer.
- This leave may not be used for seeking, attaining, or holding other public school employment or association work.

Family and Medical Leave Act
It is the intent of the Employer to provide leave consistent with the Family and Medical Leave Act of 1993.

11.3 Leave of Absence With Pay

11.3.1 Eligibility

To be eligible to apply for leave of absence with pay, the unit member shall be in a paid status and scheduled for work on the day or days of absence.

11.3.2 Sick Leave

Sick leave accrual shall be based on one (1) day per month of service. Unit members absent because of illness or accident not incurred on duty shall receive full salary during such illness for a period of 10, 11 or 12 days per year. Depending upon the regular 10, 11 or 12-month assignment and in the use of sick leave, the full pay shall become available at the beginning of each school year of service.

Unused sick days shall be cumulative without limit during employment by the District, except that days for sick leave shall neither accrue nor accumulate during a year when the unit member is on unpaid leave of absence. Upon late employment or early termination of employment, a reduction of sick leave shall be made on the basis of one day per month.

Upon re-employment within 39 months of resignation, the accumulated sick leave balance shall be reinstated.

Unit members with accumulated sick leave earned in other California public schools shall have said leave credited toward their sick leave accumulation when employed in the District.

11.3.3 Days of sick leave granted a unit member assigned less than full-time shall be in the proportion that the assignment bears to the assignment of a full-time unit member.

11.3.4 An absence due to illness or injury, whether or not covered by sick leave, which exceeds five days shall be supported by: a written statement of a licensed physician giving the reason for absence, the first and last day of illness or injury and the date the unit member is able to return to normal duties.

11.3.5 Unit members absent on sick leave shall notify the supervisor or the Substitute Office at least one day in advance of expected return in order that any substitute service may be terminated.

11.3.6 Following an absence of thirty (30) days or more due to illness, the unit member shall submit a statement from the primary physician and/or appropriate specialist indicating the unit member is able to return to normal duties.

If the Employer has good reason to believe the unit member may not be able to carry out his/her duties, it shall so inform the employee of the basis for this belief in writing within ten (10) days of receiving the employee’s doctor’s statement indicating the employee is able to return to normal duties. The Employer may require an additional verification from a primary physician and/or appropriate specialist or require clearance by an Employer-designated physician, before allowing the unit member to return to active work status. Any required examination by an Employer-designated physician shall be at the Employer’s expense. It is the responsibility of the unit
member to attend all scheduled appointments. Failure to do so shall result in loss of paid leave status.

If the District requires clearance by a district-designated physician, it shall obtain such clearance within fifteen (15) days of notifying the employee it intends to seek the opinion of a District-designated physician. Failure to meet this timeline shall result in the employee either being returned to work on the 16th day, or be placed on paid administrative leave pending completion of the District-designated physician’s medical evaluation.

If the report of this unit member’s physician conflicts with the report of the Employer’s physician, a third physician who shall be selected from a list of qualified medical examiners obtained from the State Industrial Medical Council. The selected physician shall perform a medical evaluation and make the deciding report.

During the time it takes to resolve the conflicting physicians’ reports, and to receive the final report from the third party qualified medical examiner referred to above, the unit member shall remain on fully paid status, and with no further sick leave deduction.

11.3.7 Absences paid under the occupational leave policy, including those due to certain childhood communicable diseases deemed to be work-connected and which cause doctor imposed quarantine, are not charged to the unit member’s sick leave benefits. However, the underlying medical condition must be verified by a doctor’s certificate and the occupational leave must be in compliance with provisions of the Workers’ Compensation Program.

11.3.8 The Employer shall provide each unit member with a monthly statement of the amount of sick leave accrued.

11.3.9 The Superintendent may require a unit member to verify the claimed reason for absence by submission of a physician’s statement or other verification when it is believed that no valid grounds exist for the unit member’s claim for absence. For implementation refer to “Agreement” in Appendix 7.

11.4 Family Sick Leave

Unit members shall be entitled to use up to a maximum of one-half of their annual entitlement to sick leave to attend to an illness of a child, child of a domestic partner, parent, spouse or domestic partner of the unit member. Unit members shall comply with the procedures governing the use of sick leave set forth in the contract and shall indicate on the leave form that the employee is using “Family Sick Leave.” This entitlement does not extend the maximum period of leave to which a unit member is entitled under the Family Medical Leave Act or the California Family Leave Act.

11.5 Extended Sick Leave

Extended sick leave is authorized absence, with partial pay, but with no loss of benefits, resulting from an illness, accident, or other disabling physical condition which prevents a unit member from performing his/her normal duties after regular sick leave has been exhausted.
11.5.1 Unit members may use their accumulated sick leave for any illness. When a unit member has used all his/her accumulated sick leave, and remains absent, the unit member is entitled to one hundred (100) days of Extended Sick Leave per year.

11.5.1.1 The unit member shall receive his/her regular salary, minus the cost of a substitute to fill the position, for a period extending no longer than five continuous school months.

11.5.1.2 Substitute costs shall be deducted based on the daily or long term rate only as applicable.

11.5.2 Extended Sick Leave shall be appropriately prorated for part-time unit members.

11.5.3 A unit member who has exhausted all Sick Leave and Extended Sick Leave for which he/she is eligible, and is unable to fully perform his/her contractual duties, shall be entitled to remain on unpaid leave for the rest of that school year. Or, the unit member may apply for the STRS Disability Allowance, the OUSD Disability Plan, or Catastrophic Leave where eligible and applicable.

11.5.4 Return to duty is dependent upon the physician’s statement of recovery and clearance by an Employer-designated physician. (See Section 11.3.6)

11.6 **Catastrophic Leave**

A bargaining unit member who is eligible for Extended Sick Leave may apply for and receive Catastrophic Leave if he/she previously donated sick leave credit to the Bank. Such use shall be pursuant to the following provisions:

11.6.1 The unit member shall have suffered a severe incapacitating illness or injury which is expected to be for an extended period of time, as certified by the attending physician, and which prevents the unit member from properly performing his/her District duties.

11.6.2 The time off work must create a financial hardship for the unit member because he or she has exhausted all personal sick leave, personal leave, extended sick leave, and any other paid time.

11.6.3 If the unit member’s status with the Employer is such that the unit member is not eligible for Extended Sick Leave, then the Employer shall not accept a donation and the unit member shall not be eligible to become a participant in the Catastrophic Leave Program.

11.6.4 To join the Catastrophic Leave Program, unit members must have at least twenty (20) days of accrued sick leave remaining after donating to the Bank.

11.6.5 Catastrophic Leave may not be used for an illness or disability, which qualifies the unit member for Workers’ Compensation benefits.

11.6.6 A Joint Association Employer committee comprised of two representatives and an alternate of each party must determine and certify that the unit member is eligible for Catastrophic Leave in accordance with 11.6.1 and is unable to work due to the severity of that personal illness, and only after adequate proof of illness has been provided in accordance with Education Code Section 44043.5, and pertinent rules and regulations of the Employer. The Association representatives shall be participants in the Catastrophic Leave Bank.

11.6.7 The Joint Committee shall have the responsibility of maintaining the records of the Catastrophic Leave Bank (Reserve), verifying the validity of requests, approving or
denying the requests, and communicating its decision, in writing, to the participants and the Employer.

11.6.8 Catastrophic Leave credits may be used only for the remainder of the school year in which the extended sick leave is exhausted, plus the remainder of the following school year but in no event longer than twelve (12) consecutive calendar months following the start of the catastrophic leave.

11.6.9 No unit member may utilize any Catastrophic Sick Leave benefit unless he/she has previously donated sick leave credit to the Reserve. There shall be a 45 calendar day waiting period between a unit member's donation of sick leave credit(s), and his/her utilization of Catastrophic Leave credits. Sick leave and extended sick leave must be exhausted before said utilization.

11.6.10 All procedures for requesting Catastrophic Leave, and donating said leave credits shall be established by the Joint Committee provided for in Section 11.6.6 above. The Joint committee shall make recommendations for continuation or termination of the Catastrophic Leave Bank to the Employer and the Association based on number of credits donated in a year, use of benefits by unit members and credits remaining in the Bank.

11.6.11 Catastrophic Leave may begin upon the exhaustion of the statutory period of earned and accumulated sick leave and extended sick leave benefits, depending on the unit member's request and the Joint Committee's decision. The Employer shall continue all fringe benefit contributions.

11.6.12 The annual period for donating sick leave credits shall be September 1, through October 31, of each school year.

11.6.13 Transfers of eligible leave credits are irrevocable, and shall be donated and utilized in not less than half-day increments.

11.6.14 A unit member on Catastrophic Leave shall not accrue any other Employer-paid leave.

11.6.15 The Employer and the Association shall instruct their appointees to the Joint Committee to make a good faith effort to maintain confidentiality regarding donations and utilization of the sick leave credits contemplated herein. However, there shall be no liability or recourse if said confidentiality is not maintained.

11.6.16 The receipt of a donated sick leave credit through Catastrophic Leave as defined herein, when combined with other District income, shall not provide the recipient with a greater daily District income/monthly fringe benefit contribution than he/she received immediately prior to the receipt of Catastrophic Leave.

11.6.17 The Catastrophic Leave recipient, because he/she remains in paid District status, shall continue to receive District fringe benefit contributions for the duration of said leave.

11.6.18 The approval or denial of Catastrophic Leave requests by the Joint Committee shall not be subject to the provisions of Article 14 - Grievance Policy of this Agreement.

11.6.19 If and when this Catastrophic Leave provision is terminated by mutual agreement between the Employee and the Association, any unused sick leave credits in the Catastrophic Leave Bank shall be returned on a proportionate basis to enrollees currently employed by the District who did not utilize Catastrophic Leave benefits.
11.7 Occupational Leave

11.7.1 Unit members, who are absent from duty because of illness or injury resulting from an accident or condition deemed to be work related under the Workers' Compensation Program, shall be granted occupational leave. A work-connected injury or illness shall be so considered when properly certified as compensable for Workers' Compensation benefits. Absences not verified shall be charged against unit members' sick leave or other leave as appropriate.

11.7.2 Eligible unit members shall be granted Occupational Leave subject to the following conditions:

11.7.2.1 Allowable Occupational Leave shall not exceed sixty (60) working days for the same accident.

11.7.2.2 Allowable leave shall not be cumulative from year to year.

11.7.2.3 Occupational Leave shall commence on the first day of absence and continue for a period certified by the physician that the unit member is disabled because of the work-related injury or illness, or for a maximum of sixty (60) working days, whichever occurs first.

11.7.2.4 Payment for wages lost on any day shall not, when added to a benefit granted the unit member under the Workers' Compensation Program, exceed the normal wage of the day.

11.7.2.5 Occupational Leave shall be reduced by one day for each day of absence, regardless of compensation award made under the Workers' Compensation Program.

11.7.2.6 When an industrial accident or illness occurs at a time when the full 60 days overlap into the next fiscal year, the unit member shall be entitled, for the same illness or injury, only the amount remaining at the end of the fiscal year in which the injury or illness occurred.

11.7.2.7 When entitlement to Occupational Leave has been exhausted, entitlement to other sick leave will be used. However, if the unit member is receiving Workers' Compensation, he/she shall be entitled to use only so much of the accumulated or available sick leave, vacation, or other available leave which, when added to the Workers' Compensation award, provides a full day's wage or salary.

11.7.2.8 Periods of absence for Occupational Leave shall not be considered a discontinuation in service of the unit member.

11.7.2.9 Unit members on Occupational Leave shall endorse to the Employer any wage loss benefit checks received under Workers' Compensation Program. The Employer, in turn, shall issue the unit member appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions.

11.7.2.10 Absences paid under the Occupational Leave policy including certain childhood communicable diseases deemed to be work connected, and which causes doctor imposed quarantine, are not charged to a unit member's sick leave benefits; if
verified by a doctor's certificate and in compliance with provisions in the Workers' Compensation Program.

11.8 Other Absences Chargeable to Sick Leave

Unit members may use their accumulated sick leave balance in a school year for one or more of the following reasons of personal necessity:

11.8.1 Death of a member of a unit member's immediate family when additional leave is required beyond that provided in funeral leave.
11.8.2 An accident involving a unit member's person or property or the person or property of a member of the immediate family.
11.8.3 Appearance in court or before an administrative tribunal as a litigant, party, or witness, under subpoena or any order made with jurisdiction.
11.8.4 Appearance in court or before an administrative tribunal as an interested party with direct involvement.
11.8.5 An emergency caused by an illness of a member of the unit member's immediate family that requires the unit member's absence from work.
11.8.6 Emergency delay in travel.

11.9 Pregnancy Disability

Procedures to be followed when applying for a pregnancy disability are:

11.9.1 A letter from the unit member's physician verifying pregnancy and approximate delivery date shall be filed in the Human Resources Services and Support Office.
11.9.2 The unit member shall have her physician verify the period of time he/she is disabled and cannot perform the functions of his/her assignment. A unit member may use sick leave; or when exhausted, Extended Sick Leave or vacation (non-scheduled days) where applicable, during the period stated.
11.9.3 The use of sick leave for pregnancy disability shall be treated the same as any other disability for which sick leave is granted.
11.9.4 At any time a unit member is absent as a result of her physical disability arising out of her pregnancy, the Employer at its expense may request a doctor's verification of her inability to render service to the Employer.
11.9.5 In order to use sick leave for pregnancy disability, the unit member must have been actually rendering paid service to the Employer and not on unpaid leave immediately preceding the disability.
11.9.6 A unit member temporarily disabled as a result of pregnancy, termination of pregnancy, or childbirth may return to duty when she is physically able to render full and complete service to the Employer.
11.9.7 Upon returning to duty, the unit member shall provide a doctor's verification that she is physically able to render full and complete service to the Employer.
11.9.8 During this period of leave, the Employer's contributions to cover fringe benefits for health, dental, vision care, and life insurance shall continue for unit members.
11.9.9 In addition to the above, a unit member may use up to six days of his/her accumulated sick leave balance in connection with the birth or adoption of a child (also see 11.2.2).

11.10 Military Leave

The Employer shall abide by the provisions of Education Code Section 44800, Military and Veteran’s Code Section 389, 394, 395, 395.01 through 395.08, 395.1 through 395.9, and all other applicable state and federal laws.

11.10.1 Active Duty:

11.10.1.1 Any unit member ordered to Active military duty (Active Duty) shall be granted military leave with pay for the first 30 calendar days of ordered military duty. The unit member requesting such leave shall submit official verification requiring the military duty.

11.10.1.2 Following the first 30 calendar days, any unit member in the service of the Employer at least one year prior to the date on which s/he is called to active duty, shall be entitled to an additional five (5) calendar months of partial salary representing the difference between the employee’s regular District salary and the employee’s military salary. The employee is required to submit proof of the military salary s/he received for each month claimed.

11.10.2 Military Training Duty:

11.10.2.1 Any unit member in the service of the Employer for at least one year who is ordered to participate in military training duty (temporary military duty) shall be granted military leave with pay for the first 30 calendar days of such training duty. Any unit member in the service of the Employer for less than one year who is ordered to participate in military training duty shall be granted an unpaid leave of absence for the duration of the ordered-military training period. A unit member requesting leave (paid or unpaid) for military training shall submit official verification requiring the training duty.

11.10.2.2 A unit member working less than a twelve-month schedule is requested to arrange for military training duty to be scheduled during school vacation periods whenever possible. A claim of extenuating circumstances necessitating training duty during other periods shall be referred to the Superintendent or the Superintendent’s designee for a decision.

11.10.2.3 Military Leave with pay as stated above shall only be provided during the work year as defined in the Agreement. An employee is not entitled to Military Leave with pay during periods outside the work year when the employee would not otherwise be compensated by the Employer.

11.10.2.4 Following the receipt of Military Leave with pay under this article, and during any period outside the work year, the employee is entitled to Military Leave without pay for the remainder of such ordered military service.

11.11 Funeral Leave

11.11.1 For each death which occurs in the immediate family of the unit member, the unit member upon request shall be granted a funeral leave not to exceed three working
days with pay up to a maximum of five workdays with pay should out-of-state travel be required.

11.11.2 Funeral leave not to exceed one day with pay may be granted to a unit member to attend the funeral of other close relations. Established close relatives are defined as uncle, aunt, first cousins, nephew and niece.

11.12 **Jury Duty**

Employees shall be granted leave for jury duty. To receive salary from the Employer, the unit member shall submit a certificate of jury service and the endorsed juror fee check (if no expenses are included) or personal check, or money order for the amount of the juror's fee, exclusive of jury duty expenses.

11.13 **Emergency Leave**

The Superintendent is authorized to excuse unit members from regular work for emergency reasons for periods of an hour or less without loss of salary. Unit members may be excused for longer periods of time provided there is no cost to the Employer.

An emergency is defined as an unforeseeable or unanticipated circumstance requiring immediate action.

11.14 **Sabbatical Leave**

The Board of Education may grant a sabbatical leave to a permanent unit member who has rendered at least seven full-time consecutive years of satisfactory service immediately preceding the sabbatical leave. Adult Education and ECE unit members with less than full-time contracts would be eligible for sabbatical leave after seven consecutive years of satisfactory service.

11.14.1 The grant shall be on condition that the unit member agrees in writing to render a period of service to the Employer following return from the leave that equals twice the period of the leave.

11.14.2 The leave of absence may be taken as a continuous leave not to exceed one year, or in separate six-month periods, provided the leave is begun and completed within a three-year period.

11.14.3 A permanent unit member may be granted one sabbatical leave in each seven-year period.

11.14.4 Compensation shall be paid to the unit member, while on leave, in the same manner as if the unit member were teaching in the District, provided the unit member furnish a suitable bond indemnifying the governing board of the Employer against loss, in the event the unit member fails to render the agreed period of service in the employ of the District following the return of the unit member from the leave.

11.14.5 Should a unit member not serve for the entire period of service agreed upon, compensation paid for the leave shall be reduced by an amount which bears the same proportion to the total compensation. The amount of time not served bears the total amount of time upon which agreement was reached.

11.14.6 The maximum number of sabbatical leaves granted each year to unit members shall be eighteen. The unit member shall be compensated at two-thirds of his/her annual salary. All fringe benefits shall remain in full force and effect. At least one of these leaves shall be granted to Early Childhood Education (ECE) unit members.
11.15 Leave for Educational Meetings and Conferences

11.15.1 Depending upon resources budgeted for this purpose and with the prior approval of the Superintendent, unit members (including the Adult Education and Early Childhood Education) authorized to represent the Oakland District at educational meetings and conferences, may be permitted to attend such meetings with no loss in salary and with up-to-full expenses compensated by the Employer.

11.15.2 Unit members who are not official representatives of the District but who seek professional improvement, may upon approval, which shall not be unreasonably withheld, be allowed to attend recognized educational meetings and conferences with no loss of salary and in some instances, compensation for expenses. Unit members on an unpaid status are not eligible for these leaves.

11.16 Personal Leave

Requests for absence without loss of pay and without cost of substitute deducted for urgent personal business to a maximum of five days each year shall not be unreasonably denied by the Superintendent or designee. Such requests shall be submitted in advance in writing, except where circumstances make an advance request impossible. If the request is denied, the member may request a written explanation that shall be provided within 5 days.

11.16.1 Such leaves are limited to one day at a time and shall not be used to extend vacation leaves or holidays, except in cases of emergency.

11.16.2 Any unused personal leave days shall be converted to accumulated sick leave at the end of each school year.