



SECTION V: EMPLOYEES

POLICY 5000

ADMINISTRATOR LEAVE

Sick Leave

Sick leave will be provided to administrators at the rate of one (1) day for each month worked. An administrator may accumulate up to 120 days of sick leave.

An administrator may use sick leave for personal accidental injury, illness or pregnancy, or accidental injury, or illness in the immediate family. Immediate family is defined as father, mother, brother, sister, husband, wife, child (this includes foster child), grandparent, or grandchild, and corresponding in-laws and corresponding step relatives.

If an administrator is absent for three (3) or more consecutive days, the district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits. If an administrator fails to provide the requested documentation for their illness/injury, resulting in absences in excess of their annual sick leave accrual, this could be considered excessive absenteeism and a misuse of sick leave. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination.

Sick leave may be used for routine dental or medical appointments.

The cumulative sick leave allowances for permanent part time administrators shall be proportioned to the amount of time worked.

When an administrator has exhausted all accumulated sick leave, the administrator may request sick leave donations under the School District's Sick Leave Donation Policy.

A newly hired administrator shall be credited a maximum of sixty (60) days for sick leave earned in another Oklahoma public school district provided:

1. The administrator was employed by an Oklahoma public school district the preceding school year; and
2. The number of days to be transferred into the School District has been certified in writing by the sending school district.

Epidemics/Pandemics

District teachers and administrators shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order. Teachers and Administrators are not required to use leave for time lost in these circumstances if the campus is closed and no work is assigned.

This provision does not prevent the District from requiring teachers and administrators to telework from home or another site when the school campus is closed due to an epidemic. Teachers and



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administrators who have been directed to telework who are unable to work from home or another site due to illness or another reason should utilize their accrued leave to cover their absence.

For the 2021-2022 fiscal school year, a total of ten (10) COVID leave days may be given to each employee. A positive COVID test result must be provided to Human Resources.

Personal Business Leave

The district shall provide for all administrators three (3) days of unrestricted personal business leave per school year. Administrators hired within a school year, may receive a prorated amount according to hire date.

Requests for personal leave shall be made in advance of time needed, when possible. Personal leave may not be used before or after a holiday, except with prior supervisor approval.

Administrators will have the option of either rolling over their unused personal business leave days to sick leave or receiving payment at the certified substitute rate for each unused personal business leave day.

Bereavement Leave

All administrators will be granted bereavement leave as follows:

- Five (5) days:** In the event of the death of a spouse, child, parent, or corresponding in-laws or corresponding step relatives.
- Three (3) days:** In the event of the death of a sister, brother, grandparent, grandchild, or corresponding in-laws or corresponding step relatives.
- One (1) day:** In the event of the death of an aunt, uncle, niece, nephew, or corresponding in-laws or corresponding step relatives.

Bereavement leave may be taken any time within thirty (30) days of the death of the relative. Days do not have to be taken in consecutive order.

The District reserves the right to require proof of the death before allowing bereavement leave.

Vacation Leave

Administrators in full-time, twelve (12)-month assignments shall be allowed vacation time annually according to the following schedule:

- Less than 10 years of service: 20 days
- 10 or more years of service: 25 days

Vacation time shall accrue at the following rate based on qualifying years of service:



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Less than 10 years: 1.67 days per month
10 or more years: 2.08 days per month

To be eligible for the career vacation schedule of 10 or more years of service, an administrator must have completed 10 or more years of service with Broken Arrow Public Schools or any other educational entity.

Vacation must be requested three (3) days in advance of the time needed and requires supervisor approval. In extenuating circumstances, the supervisor may approve vacation without prior notice, if it does not interfere with the operations of the district.

Administrators may accrue a maximum of 240 hours (30 days). No further vacation time will be earned until vacation time has been used to reduce the number of accrued hours below 240.

Administrators on unpaid leave do not accrue vacation benefits.

Unless otherwise provided by an administrator's contract, upon termination of employment, each administrator shall be entitled to be paid for all accrued unused vacation days at their daily rate for the current school year.

Vacation will accrue from the first month of employment. Vacation will begin to accrue on the last Monday of the month following start date.

To facilitate a smooth transition in staffing, vacation time shall not be taken during the notice period prior to voluntary employment termination, unless an emergency situation is documented. Such exceptions require approval by the Human Resources department.

In the event assignment to a full-time, 12-month position is made after the start of the fiscal year (July 1), or initial employment occurred after the start of the fiscal year (July 1), vacation will be pro-rated for that year.

Reference: 70 OKLA. STAT. §6-101, 70 OKLA. §6-104, 70 OKLA. STAT. §6-104.1, 70 OKLA. STAT. §6-104.5, 70 OKLA. STAT. §6-105, Atty. Gen. Op. No. 76-161.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
Broken Arrow Board of Education policy revised, July 10, 2017.
Broken Arrow Board of Education policy revised, June 25, 2018.
Broken Arrow Board of Education policy revised, August 10, 2020.
Broken Arrow Board of Education policy revised, August 9, 2021.