

PERSONNEL

File: GDBD-R

SUPPORT STAFF LEAVES AND ABSENCES

1. While Charlottesville City Schools' administration expects high attendance rates for its employees, a variety of leave and absence options for employees is provided when absence from work is necessary.
2. Each leave listed in this regulation is described in File: [GCBD-R](#). The [Employee Handbook](#) has the criteria and procedures for use. Employees may not be automatically eligible for all leave options and must comply with all procedures for leave and receive the necessary approval for leave as described in the handbook.
3. Any employee not meeting the criteria or following the prescribed procedure may receive disciplinary consequences up to dismissal.

Categories of Leave:

1. Personal Leave
2. Professional or Educational Leave
3. Jury Duty or Subpoena
4. Sick or Accident
5. Vacation
6. Holidays
7. Family Medical Leave Act
8. Military
9. Religious

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Legal References: Code of Virginia, 1950, as amended, section 22.1-78.

Cross References: GCBE Family and Medical Leave
IC/ID School Year/School Calendar