

# *Negotiated Agreement*

between

Prince George's County Educators' Association

and the

Board of Education  
of Prince George's County

July 1, 2007 to June 30, 2009



such employee, or as a witness to or victim of a violent crime. If a ten or eleven-month professional employee is subpoenaed on a matter pertaining to a present or former pupil on one or two days the employee is not scheduled to work, the employee will be paid for the one or two additional days at that employee's per diem rate.

2. Any witness fees received for a court appearance must be endorsed over to the Board and forwarded to the Payroll Office.
3. When a professional employee is drawn for jury duty, the employee shall receive full pay provided a written statement is furnished showing time served and expenses received from the Court.
4. If a professional employee appears as a witness for the Board with or without a subpoena, no deduction shall be made from salary.

#### C. Bereavement Leave

1. On the death of a child, step child, parent, step-parent, parent-in-law, grandparent, **grand-parent of spouse**, legal guardian, grandchild, brother, sister, husband, wife, son-in-law, daughter-in-law, **brother-in-law, sister-in-law, qualified domestic partner**, or anyone who has lived regularly in the household of the unit member, such unit member shall be allowed four (4) work days of absence from school without loss of salary. One of the four (4) days must be the day of the observance, except when it is held on a weekend or a holiday. **On the death of an aunt, uncle, niece, or nephew, employees shall be allowed two work days of absence from work without loss of salary.** Proof of death **and/or relationship** may be required if, in the opinion of the immediate supervisor, the employee has abused the privilege.
2. Any exceptions to the above may be made by applying to the Chief Human Resources **Officer** whose decision shall be final.

#### D. Military Leave

1. A full-time employee who is a member of the National Guard or the Reserve components of the Armed Forces of the United States in order to meet an active duty commitment will be allowed military leave with full pay less the amount paid for such duty not to exceed fifteen (15) duty days; such leave may be granted only during a period the individual is required to be on duty. **Military leave and benefits will be provided consistent with the Board's administrative procedure, federal, state, and local law and this Agreement. Any change in federal, state, local law, regulation or procedure which provide greater military leave benefits shall, after consultation with PGCEA be made applicable to employees covered by this section.**

Any employee included in the category above who is called upon to serve a longer period of time not during an emergency shall be entitled to a leave of absence without pay.

Those who are called to short-term duty under the authority of a State Governor or the Mayor of Washington, D.C., during an emergency, shall be entitled to leave of absence with full pay less the amount paid for such duty for such time while actually serving under such active duty orders in addition to the fifteen day period specified above.

Where the person involved has the option of when to take training and unless it will jeopardize that person's reserve standing, the person will take the fifteen (15) days at such time that it will not interfere with the instruction of children. Exception to the above will require a letter from that person's immediate military commanding officer and approval by the Chief Human Resources **Officer**.

2. Any employee who is drafted for military service may request

leave without pay for the period of obligated service. Upon completion of military service, the employee will be entitled to be restored to the job formerly held or one of a similar class if available. However, restoration must be requested within ninety (90) days of receipt of the honorable discharge. In addition, the employee must be physically and mentally capable of performing the work required. When the obligated service is completed and the employee is returned to the former classification, that employee shall be entitled to all the annual salary increments for which eligible if employment had been continuous.

#### E. Worker's Compensation Leave

A professional employee absent from duty because of an accident which was incurred in the line of duty and which qualified the employee for Worker's Compensation shall be granted sick leave and this leave shall not be deducted from the employee's accumulated sick leave. Worker's Compensation leave shall be granted from the first day of disability provided such person shall qualify for loss time benefits, but shall not extend beyond the last day for which temporary general indemnity is received from the holder of the Worker's Compensation insurance policy of the Board. During this period the employee shall receive full pay, less the daily amount paid for temporary disability by Worker's Compensation while on such leave. A written statement showing the amount paid is required. The maximum number of days allowable under this provision is ninety (90) days per school year. For any one incident no more than ninety (90) days shall be allowed, although the ninety (90) days may extend into the next school year.

#### F. Personal Leave

Professional personnel employed on other than twelve-month contract may be absent from duty without loss of pay up to four (4) days during any school year.

A written record of intended absence shall be submitted on the appropriate form to the Principal or immediate superior at least one (1) day prior to the intended absence. No specific reason for such personal leave shall be required or solicited except as noted in item 2 and item 5 below. In case of emergency, the appropriate school official shall be notified prior to the beginning of the duty day of intended absence.

Rules regarding personal leave are as follows:

1. Notification of intended use of personal leave shall be made in writing.
2. Leave immediately before or after a holiday, emergency makeup, vacation or staff development day(s) may be requested for reason and must have final approval from the Chief Human Resources **Officer**. Such leave request must be received by the Office of the Chief Human Resources **Officer** at least two weeks in advance. Unless officially notified of the Chief **Human Resources Officer's** decision no later than five (5) days after receipt of the leave request by the Office of the Chief Divisional Administrator, the requested leave will be approved.
3. No personal leave will be granted on staff development days or on **HSA testing days, except as approved in writing from the Chief Human Resources Officer/designee.**
4. No personal leave will be granted during the last five (5) days of any school term except as may be approved in writing from the Chief Human Resources **Officer**. Consideration for approval will be confined to those applications wherein this time is essential for summer school attendance as certified by the registrar of any regularly recognized college or university.