

LEAVES

If you anticipate the need for any type of leave, be sure you obtain from the District a complete description of those policies for the type of leave you need. Problems and inconsistencies should be brought to the attention of VTA. Refer to Article 16 of your VTA/VUSD Contract.

PERSONAL NECESSITY: Any days of leave for illness or injury may be used by the employee in cases of personal necessity. Personal Necessity shall be limited to: Death or serious illness of the member or immediate family; an Accident involving his/her person or property or the person or property of a member of his/her immediate family. (Article 16.9). Personal necessity leave shall not be used for such matters as vacation, recreational activities, or any matter pertaining to an employee's personal business involving an auxiliary income.

BEREAVEMENT: Full pay will be granted an employee for the first five (5) days he/she is absent on account of the death of the mother, father, husband, wife, son, daughter, brother, parent-in-law, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, or any relative living in the immediate household of the employee. In the event more time is required for travel outside of State or 200 miles or more one way within the State, an additional two (2) days shall be granted (Article 16.5). Bereavement Leave will not be deducted from Sick Leave.

CHILD-REARING: Unpaid leave up to one full school year to a male or female teacher for the purpose of rearing his/her natural or adoptive child. (Article 16.7).

JURY DUTY: Fully compensated leave or regular daily substitute teacher rate paid to those employees who voluntarily postpone required jury duty to non-work periods. (Article 16.10).

MATERNITY: Sick leave may be used. (Article 16.6). [See Self Service for Maternity Information Packet.](#)

SABBATICAL: The District may grant employees who have satisfactorily served seven (7) consecutive years a sabbatical leave for the purpose of full-time study and/or research projects.. Sabbatical leaves will not be for less than one semester or for more than two. (Article 16.11).

CATASTROPHIC: For employees or family members who have suffered severe or incapacitating illnesses or injuries (Article 16.16).