

Bereavement Leave

Active, full time employees may request bereavement leave for the purpose of making funeral arrangements, attending funeral or memorial service and/or other family obligations.

- Up to 3 working days at full pay may be granted for an immediate family member, or any relative by blood, marriage or adoption who lived in the same home.
- One working day or less may be granted for the death of a relative not in the immediate family.
- Generally, bereavement leaves are taken within two (2) weeks of the death unless documentation is provided that a memorial service or funeral is planned for a later date.
- Immediate family means a spouse, father, mother, son, daughter, brother, sister, grandparent, and these relatives-in-law.
- The employee shall submit a written request to HR Absence Management requesting bereavement leave, including written documentation of the death or funeral/memorial service of the family member.

Jury Duty or Legal Leave

In the case of employees summoned for jury duty or subpoenaed as a witness in a case other than for personal business, APS provides legal leave to protect staff from loss of income during the time the employees are mandated to be absent from duty.

- Employees who are summoned for jury duty will be paid their regular salary for the days served so long as appropriate notice is provided to the supervisor. Any payment received from the court for jury service will be considered as compensation for extra expenses incurred.
- Employees must submit to the principal/supervisor a copy of the jury duty summons as soon as it is received, and submit an Application for a Leave of Absence form. Absences for jury duty when the supervisor has not been informed at least two (2) business days in advance will be considered unauthorized.
- Employees must notify their principal/supervisor if the court appearance is extended beyond the period specified in the Application for Leave of Absence form.
- Employees must notify the principal/supervisor if he/she is unable to report to court due to illness or other reason so that the absence can be recorded correctly.
- Official proof of service from the court must be submitted to the principal/supervisor when jury duty is completed.
- Employees who are subpoenaed as a witness in his/her capacity as an APS employee will be paid their regular salary for the days served. The employee must forward a copy of the subpoena to HR Absence Management for approved leave for the day or days involved. *

* Court appearances for personal reasons (e.g. divorce, personal injury, etc.) must be coded to personal or annual leave. If the employee does not have accrued personal or annual leave, the leave will be unpaid.

Military Leave

Military leave without pay shall be granted if the service of an employee is required by the Armed Forces of the United States for military service. Upon the satisfactory completion of such military service, the employee shall be restored to his/her former position or to another job of like seniority, status, and pay, if the employee makes application for reemployment within ninety days after being relieved from duty.

An employee who is ordered to an annual tour of reserve duty or to National Guard duty during the employee's regular work year shall be granted military leave with pay for a period not exceeding eighteen (18) days in any one calendar year and not exceeding eighteen (18) days in any one continuous period of absence. Proper evidence of official orders must be presented to Human Resources at least two weeks in advance of the requested leave.

In all cases, military leaves shall be granted in accordance with applicable federal and state laws.

Educational Leave

Regular full-time employees who have been employed continuously for at least three (3) years may apply to HR Absence Management for a one-time, unpaid leave of absence for one semester up to one calendar year for study directly related to their APS area of work or for such other types of study as may be approved by the superintendent.

Leave must be

- Approved by the employee's supervisor and executive director/department head, and
- Requested in writing and submitted to HR Absence Management explaining the manner in which the study will enhance the employee's work with the district.

Proof must be provided to document the

- Enrollment from the accredited postsecondary institution, and
- Successful completion for each term the employee is on approved educational leave.

Upon completion of educational leave, the employee may be assigned to a similar, but not necessarily identical, position and status as the previously held position if such position is available. Reemployment following approved educational leave is not guaranteed if no similar position is available. Returning employee's salary will be recalculated for the remainder of the school or fiscal year based on the actual number of days worked.

Government Service Leave

With the approval of the superintendent, employees may be granted leaves of absence for periods not exceeding twelve (12) months at one time, without loss of status, for the purpose of serving during the time of such leave in departments of the city of Atlanta, the state of Georgia, or the federal government. This leave may be extended not more than one additional year.

Requests for government service leave must be submitted to the principal/supervisor, the executive director/departments head and the superintendent or his/her designee for approval.

The request must include the following documentation:

- Level or branch of government
- Position
- Name of supervisor
- Length of leave requested (up to one year)

Seeking and Holding Political Offices

Employees of the Atlanta Board of Education are expected to exercise their rights of franchise and assume the duties and responsibilities of good citizenship under the American democratic way of life.

- An individual employed continuously for at least three years may be granted unpaid leave of not less than one semester and not more than one school year to campaign for public office. However, a leave of absence is not mandatory, with the condition that the employee shall not engage in any political or campaign activity on his/her own behalf or on behalf of any other candidate during working hours or using any APS resources.
- The superintendent or his/her designee may administratively place an employee on involuntary leave of absence if it is determined at any point during a campaign period that the employee's campaign effort interferes with the successful performance of his/her assigned duties.
- If the employee is elected to membership on the Atlanta Board of Education, he/she shall either retire or resign, effective the day following installation in office. Continued employment with the district upon successful election to any other public office shall be governed by the capacity of the employee to perform his/her job duties while holding public office and by the relationship of the board to the other governmental agency and the charter. Brief, occasional absences may be accommodated through the personal leave regulation [GARH-R(9)]. Extended, prolonged, or regular absences prohibiting the successful completion of assigned duties shall be cause administratively to arrange an extended leave of absence in accordance with applicable leave regulations or separation from employment.