

**Westside Atlanta Charter School Paid Employee Leave Policy**

**Adopted on \_\_\_\_\_\_\_\_\_\_ Last Reviewed On 3/9/17 Last Revised On 4/5/2018**

Paid Employee Leave is related to illness, personal health, or family illness. Paid Employee Leave lasting more than five days must be accompanied by medical documentation upon the employees return to work. Advanced Employee Leave requested for longer than three days must be submitted one week prior to request and will be granted pending sign off from the Executive Director/School Leader or Deans.

* Employee Leave is accrued based on employee’s years of service at Westside Atlanta Charter School:
  + Employees with less than 10 years of service earn 1 day each month worked (10 Days/year).
  + Employees with 10 years or more of service earn 1.25 days each month worked (12.5 days/year).
* Employees may carryover unused Employee Leave days at the end of the year up to 80 days. Once the 80-day threshold is met days no longer carryover nor can be accrued.
* If the employee has a minimum of accrued Employee Leave of 60 days, the employee can choose to apply the accrued leave days to establish sick leave credit with her/his Teachers Retirement System of Georgia (TRS) account as allowed by the TRS system.