



## PROCEDURES FOR LEAVE OF ABSENCE

Reporting Absences
1. A RESA 7 employee will report all absences to the RESA 7 call service at 304-423-5850.
2. A RESA 7 employee will notify his/her immediate supervisor of any day of absence.
3. A RESA 7 employee will update his/her Office 365 Calendar to reflect the change in work schedule.

### OUT-OF-CALENDAR DAYS

An Out-of-Calendar (OC) day is a nonpaid day outside of an employee's term of employment.

The RESA 7 work calendar for all Regular Employees is based on a 261 working day calendar. Employees will receive a specific number of Out-of-Calendar days based on the specific term of employment.

Employees may use up to two OC days without prior approval from the Executive Director. When an employee is planning to use 3 or more consecutive days of OC during one occurrence a request for approval must be submitted to the Executive Director two weeks prior to the requested time of leave. Each request will be approved or denied based on a number of factors including needs of the organization and staffing requirements.

Out-of-Calendar days may not be carried over from year to year. All days not used in the current fiscal year will be forfeited by the employee.

No compensation in any form shall be recognized for unused OC Days upon termination of employment.

Out-of-Calendar days used in conjunction with sick leave will require approval of the Executive Director.

### SICK LEAVE

Each Regular Full-Time Employee may use any or all accrued sick leave if he or she is absent due to sickness or accident. Employees who are absent more than two consecutive days due to illness or accident shall be required to provide documentation from the attending physician. At any time, the Executive Director reserves the right to request a physician statement.

### PERSONAL LEAVE

Each regular full-time employee earns three days of personal leave per fiscal year. Personal Leave days may be taken without regard to the cause for the absence.

**For more detailed information on the types of leave available to employees including requirements and guidelines, refer to the RESA Employee Handbook**