

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { X } ACTION { } CLOSED MEETING { }

SUBJECT: ITEMS FOR BOARD MEMBERS/CORRESPONDENCE

2011-2012 SCHOOL HEALTH ADVISORY BOARD END-OF-YEAR REPORT

The annual School Health Advisory Board and Wellness report was submitted to the VDOE on May 31, 2012.

The School Health Advisory Board (SHAB), including parents, health professionals, school personnel, community representatives and a school board member met five (5) times during the 2011-2012 school year.

Goals this year included:

1. Explore options for acquiring services of an Athletic Trainer Certified (ATC) for all athletic programs.
2. Explore possible resources for providing food for students during non-school time.
3. Promote more programs, information for students about drugs, alcohol use/abuse and consequences.

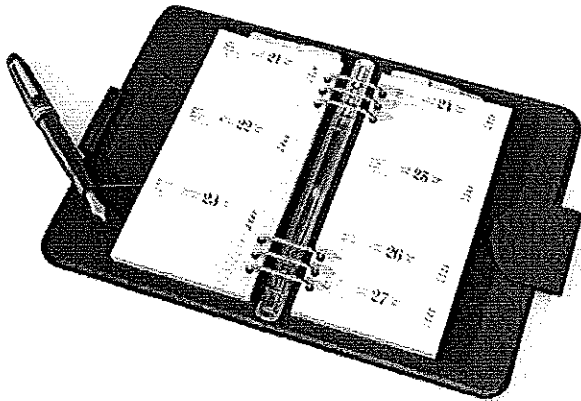
Goal #2 was presented to the school board in February, 2012, to seek support to pursue this and make plans to begin the program in August 2012. There is a committee working on the plan and ways to raise the funds needed to provide the nutritional snacks for elementary students on non-school days. The school board shared their support of this project.

The other goals were discussed and some information was shared with us about having an Athletic Trainer Certified (ATC) for our sports program. Unfortunately a request did not come before the school board from a group selected to work in this project.

Our high school students were invited to and attended the Health Fair held at the Homestead. It was sponsored by Bath Community Hospital and The Homestead. It was a positive experience for our students and the presenters complimented the behavior and interest of our students.

Again this year, the Bath Community Hospital Wellness and Rehab Center worked with our students in grades 6-10. They partnered with our physical education instructors and school nurse at the 3 schools to provide Body Mass Index (BMI) and Body Fat Percent Comparisons. They are working with the students to educate them about the importance of eating healthy meals and exercising regularly in order to learn habits that will contribute to their healthy lifestyles.

Leave Policies 2011-2012



VEA VIRGINIA
EDUCATION
ASSOCIATION

116 South Third Street, Richmond, VA 23219
June 2012

ACKNOWLEDGMENT

The VEA acknowledges the valuable assistance given by division superintendents and their staff whose replies to VEA questionnaires make many of the research studies possible.

Project Team

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Leave Policies

Introduction

The VEA's leave study examines local policies for 10-month public school teachers and lists compensation paid for unused leave to retiring staff and teachers leaving employment for other reasons.

Surveys were received from 131 school divisions, and the data in this report were compiled from those surveys.

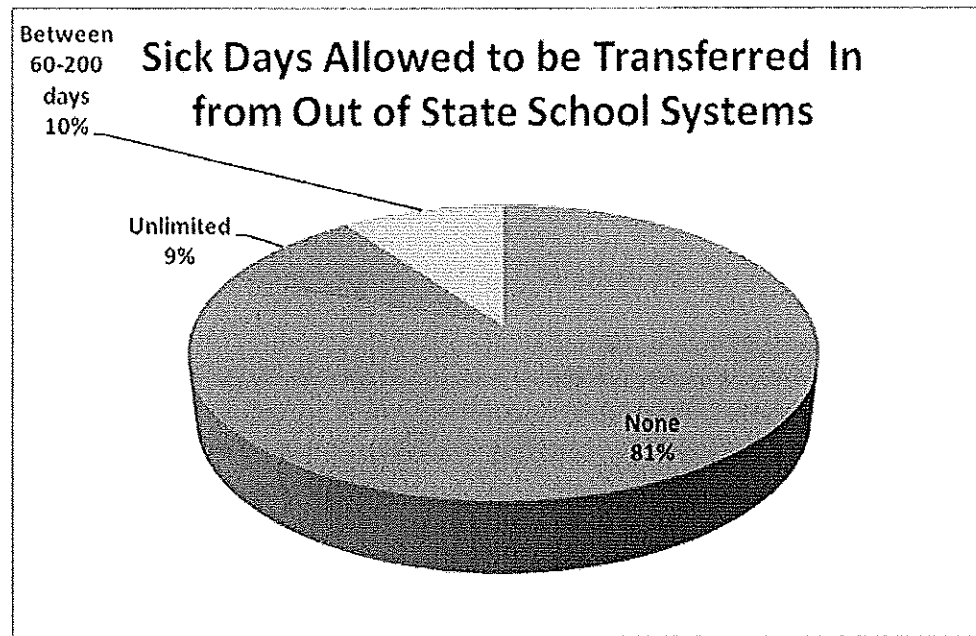
Sick Leave

Virginia state regulations say that each full-time teacher shall earn a minimum of 10 leave days each year. Most localities give 10 days of sick leave. Twenty-four school divisions allow additional sick leave to be earned. The following table shows the number of days of sick leave earned annually with the number of divisions that award them. For all reporting localities, an employee is paid the full daily rate for sick leave used.

Earned Sick Leave	
Number of Days per Year	Number of Localities
<10.0	2
10.0	105
11.0	1
12.0	15
13.0	5
15.0	3

All school divisions allow transferring teachers to bring over sick leave from other Virginia school divisions. The number of days varies from 30 days to unlimited days. Fifty-five divisions permit all sick days accumulated to be transferred. Other divisions permit between 30-250 days to be transferred from in state school divisions.

When transferring sick leave from outside Virginia, however, few localities permit transfers from out of state school divisions. Most do not allow for any days to be transferred (106 school divisions).



State regulations allow school boards, by resolution, to permit teachers to anticipate sick leave earnings for the current school year on the first day of school. In most localities, this is allowed (110 or 84%).

Ninety-six school divisions permit teachers to carry over all of their accumulated sick leave to the next year. The remaining localities limit the carry over to between 90 and 300 days.

Reimbursement for Unused Sick Leave

Reimbursement for sick leave is a widely offered benefit for teachers. All but two localities – Fairfax and Martinsville – compensate employees for accumulated leave upon retirement. Far fewer school divisions pay teachers when they leave employment for reasons other than retirement. Thirty-two local divisions pay under those conditions. The rate of reimbursement for both retiring teachers and those leaving for other reasons varies widely. Some divisions award a percentage of per diem while others do a flat daily or hourly rate. In some localities, employees must have worked a set amount of years to qualify for this benefit.

Other Leave – Immediate Family Illness, Bereavement, and General

School divisions offer leave for family illness, death in the family, or personal reasons. All localities permit teachers to take leave for personal business. These leaves can be covered under sick leave or be a separate leave category. The Family Leave Medical Act requires employers to grant up to 12 weeks of unpaid leave to employees during any 12-month period for family illness or disability.

Other Leave – Special Conditions

Sometimes special conditions apply when teachers request personal leave. Many localities restrict certain days from use for personal leave. The most common days excluded from use for personal leave are those before or after school holidays. Other days restricted include: in-service days, teacher workdays, first and last parts of the school year, and certain exam days. Supervisor permission is often cited as a condition for granted personal leave.

Regulations Governing Sick Leave Plan for Teachers

- I. Allowances
- II. Accumulating sick leave
- III. When substitute employed
- IV. "Immediate family" defined
- V. Termination of accumulated sick leave; transfer of sick leave when teacher presumed to have left teaching profession
- VI. Local supplementary regulations

I. 8 Virginia Administrative Code (VAC) 20-460-10. Allowances.

Allowances shall be as follows:

1. Each full-time teacher in the public free schools shall earn a minimum of 10 days each year.
2. Earnings for less than a full year of full-time employment shall be at the rate of one day per month, or major fraction thereof. This provision applies to teachers who do not begin teaching at the start of the school term and to those who do not complete the full year.
3. A teacher cannot claim any portion of earned leave unless he or she has actually reported for duty for the regular school term in accordance with the terms of the teacher's contract. If a teacher is unable, because of illness, to begin teaching when school opens in the fall, such teacher may be allowed to use accumulated leave not to exceed the balance credited to him or her as of June 30 of the immediate preceding school year.
4. School boards may, by resolution, permit teachers to anticipate sick leave earnings for the current school year, provided adequate provision is made for a refund in the event the teacher terminates employment before such credit is earned.

II. 8 VAC 20-460-20. Accumulating sick leave.

Sick leave, if not used, may accumulate to a minimum of 90 days.

III. 8 VAC 20-460-30. When substitute employed.

When a substitute has to be employed, such leave shall be allowed for personal illness, including quarantine, or illness or death in the immediate family requiring the attendance of the employee for not more than three days in any one case, unless the local school board by resolution wishes to allow an extension.

IV. 8 VAC 20-460-40. "Immediate family" defined.

The "immediate family" of an employee shall be interpreted to include natural parents, adoptive parents, foster parents, stepmother, stepfather, wife, husband, children, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other relative living in the household of the teacher ("any other relative living in a household of a teacher" is limited only in that the relative, however distant, must live in the household of a teacher).

V. 8 VAC 20-460-50. Termination of accumulative sick leave; transfer of sick leave; when teacher presumed to have left teaching profession.

All accumulated sick leave shall terminate, except as defined below, upon the expiration of employment as a teacher. A teacher may transfer from one school system to another in Virginia and also may transfer any accumulated leave if the school board of the system to which the transfer is being made signifies its willingness to accept such transfer.

A teacher will be presumed to have left the teaching profession if he or she accepts employment other than in the public school system of Virginia, or is unable to teach in the public schools of Virginia for a period of three consecutive years because of illness or physical disability or family responsibilities. Teachers who leave the teaching profession to enter the armed services do not forfeit accumulated earnings unless they fail to return to the teaching profession immediately upon discharge from an original tour of duty in the armed services.

VI. 8 VAC 20-460-60. Local supplementary regulations.

Local school boards may adopt supplementary rules and regulations, not in conflict with this chapter, and, in the discretion of the local board, such local regulations may provide for the submission of a doctor's certificate in case of absence due to illness.

CHAPTER 460
REGULATIONS GOVERNING SICK LEAVE PLAN FOR TEACHERS
Research and Practice References
Statutory Authority -- §§22.1-16 and 22.1-17 of the Code of Virginia.

Sick Leave Policies 2011-12

Table 1

Locality	Sick Leave Days Earned Annually*	Number of Sick Leave Days Transferable from Other School		Sick Leave Available 1st Day of School ?	Number of Sick Days that Can Be Carried Over
		In Virginia	Outside Va.		
Accomack	10	Unlimited	None	Yes	Unlimited
Alexandria	11	Unlimited	None	Yes	Unlimited
Alleghany	10	120	None	Yes	Unlimited
Amelia	7	Unlimited	Unlimited	Yes	Unlimited
Amherst	10	90	None	Yes	Unlimited
Appomattox	10	Unlimited	None	No	Unlimited
Arlington	12	90	None	No	Unlimited
Augusta	10	90	None	Yes	Unlimited
Bath	10	Unlimited	None	Yes	Unlimited
Bedford	10	Unlimited	None	Yes	Unlimited
Bland	10	Unlimited	None	Yes	Unlimited
Botetourt	10	90	None	Yes	130
Bristol	10	Unlimited	None	No	Unlimited
Brunswick	10	Unlimited	Unlimited	Yes	200
Buchanan	10	Unlimited	Unlimited	Yes	Unlimited
Buckingham	10	90	None	Yes	300
Buena Vista	10	90	None	Yes	Unlimited
Campbell	10	250	None	Yes	Unlimited
Caroline	10	Not addressed in current policies	None	Yes	Unlimited
Carroll	10	90	None	Yes	200
Charles City	10	Unlimited	None	Yes	100
Charlotte	12	30	None	Yes	200
Charlottesville	15	Unlimited	None	Yes	Unlimited
Chesapeake	10	Unlimited	None	Yes	Unlimited
Chesterfield	12	Unlimited	Unlimited	No	250
Clarke	10	200	None	Yes	200
Colonial Beach	10	150	None	Yes	150

* Days earned based on 10 month contract.

Locality	Sick Leave Days Earned Annually*	Number of Sick Leave Days Transferable from Other School		Sick Leave Available 1st Day of School ?	Number of Sick Days that Can Be Carried Over
		In Virginia	Outside Va.		
Colonial Heights	10	Unlimited	None	Yes	Unlimited
Covington	10	60	None	No	200
Craig	10	120	120	Yes	120
Culpeper	10	Unlimited	Unlimited	Yes	Unlimited
Cumberland	10	Unlimited	None	Yes	Unlimited
Danville	10	90	None	Yes	Unlimited
Dickenson	10	Unlimited	None	No	Unlimited
Dinwiddie	10	90	90	Yes	Unlimited
Essex	10	30	None	Yes	Unlimited
Fairfax	12	60	None	No	Unlimited
Falls Church	13	60	None	Yes	Unlimited
Fauquier	10	90	None	Yes	Unlimited
Floyd	10	Unlimited	None	Yes	Unlimited
Fluvanna	10	Unlimited	None	Yes	Unlimited
Franklin City	10	90	None	Yes	Unlimited
Franklin Co.	10	180	None	Yes	180
Frederick	12	150	None	Yes	150
Fredericksburg	10	Unlimited	None	Yes	Unlimited
Galax	10	180	None	Yes	180
Giles	10	Unlimited	None	Yes	Unlimited
Gloucester	10	90	None	Yes	Unlimited
Goochland	10	120	None	Yes	120
Grayson	10	Unlimited	Unlimited	Yes	Unlimited
Greene	10	Unlimited	None	Yes	Unlimited
Greensville/Emporia	10	Unlimited	None	Yes	Unlimited
Halifax	10	Unlimited	Unlimited	Yes	Unlimited
Hampton	13	90	None	No	Unlimited
Hanover	12	Unlimited	None	Yes	Unlimited
Harrisonburg	10	Unlimited	None	Yes	Unlimited
Henrico	10	Unlimited	None	Yes	Unlimited
Henry	10	180	None	Yes	180
Highland	10	Unlimited	None	No	Unlimited
Hopwell	10	120	None	Yes	Unlimited

* Days earned based on 10 month contract.

Locality	Sick Leave Days Earned Annually*	Number of Sick Leave Days Transferable from Other School		Sick Leave Available 1st Day of School ?	Number of Sick Days that Can Be Carried Over
		In Virginia	Outside Va.		
Isle of Wight	15	Unlimited	None	No	Unlimited
King & Queen	10	45	None	No	Unlimited
King George	10	Unlimited	None	Yes	Unlimited
King William	10	Unlimited	Unlimited	Yes	Unlimited
Lancaster	10	90	93	Yes	Unlimited
Lee	12	Unlimited	None	Yes	Unlimited
Lexington	8	100	None	No	Unlimited
Loudoun	10	90	None	Yes	Unlimited
Louisa	10	200	None	Yes	200
Lunenburg	10	Unlimited	None	Yes	180
Lynchburg	10	90	None	Yes	Unlimited
Madison	10	90	None	Yes	200
Manassas City	10	90	90	Yes	Unlimited
Manassas Park	10	90	None	Yes	Unlimited
Martinsville	10	200	None	Yes	200
Mathews	10	90	Unlimited	Yes	Unlimited
Mecklenburg	10	120	None	Yes	120
Middlesex	10	90	None	Yes	150
Montgomery	10	Unlimited	None	Yes	Unlimited
Nelson	10	Unlimited	None	Yes	Unlimited
New Kent	10	200	None	Yes	200
Newport News	12	90	None	No	240
Norfolk	10	100	100	No	Unlimited
Northampton	10	32	None	Yes	Unlimited
Northumberland	10	Unlimited	None	Yes	190
Norton	10	Negotiable	Negotiable	Yes	Unlimited
Nottoway	12	90	None	Yes	215
Orange	10	Unlimited	None	Yes	Unlimited
Page	10	Unlimited	None	Yes	Unlimited
Patrick	10	120	None	Yes	Unlimited
Petersburg	10	Unlimited	None	Yes	120
Pittsylvania	10	Unlimited	None	Yes	Unlimited
Poquoson	13	Unlimited	None	Yes	Unlimited

* Days earned based on 10 month contract.

Locality	Sick Leave Days Earned Annually*	Number of Sick Leave Days Transferable from Other School		Sick Leave Available 1st Day of School ?	Number of Sick Days that Can Be Carried Over
		In Virginia	Outside Va.		
Portsmouth	10	Unlimited	None	No	Unlimited
Powhatan	12	200	None	Yes	200
Prince Edward	10	60	None	Yes	Unlimited
Prince George	10	Unlimited	None	Yes	Unlimited
Prince William	12	60	60	Yes	Unlimited
Pulaski	10	140	None	Yes	Unlimited
Radford	10	Unlimited	None	Yes	Unlimited
Rappahannock	13	100	100	Yes	Unlimited
Richmond City	10	Unlimited	None	Yes	Unlimited
Richmond Co.	10	200	None	Yes	200
Roanoke City	10	100	None	Yes	180
Roanoke Co.	10	90	90	No	Unlimited
Rockbridge	10	90	90	No	200
Rockingham	10	90	None	Yes	Unlimited
Russell	10	No response	None	Yes	Unlimited
Salem	10	200	None	Yes	200
Scott	10	90	None	Yes	Unlimited
Shenandoah	10	Unlimited	Unlimited	Yes	Unlimited
Smyth	10	Unlimited	None	Yes	Unlimited
Southampton	10	120	None	Yes	120
Spotsylvania	10	Unlimited	Unlimited	Yes	Unlimited
Stafford	10	200	200	Yes	Unlimited
Staunton	10	100	100	Yes	Unlimited
Suffolk	10	90	None	Yes	Unlimited
Surry	10	110	None	Yes	120
Sussex	10	200	None	Yes	Unlimited
Tazewell	10	90	None	Yes	Unlimited
Va. Beach	10	90	None	Yes	Unlimited
Warren	13	Unlimited	None	Yes	Unlimited
Washington	12	Unlimited	None	No	Unlimited
Waynesboro	12	90	None	No	Unlimited
West Point	10	Unlimited	Unlimited	Yes	Unlimited
Westmoreland	10	Unlimited	None	Yes	Unlimited

* Days earned based on 10 month contract.

Locality	Sick Leave Days Earned Annually*	Number of Sick Leave Days Transferable from Other School		Sick Leave Available 1st Day of School?	Number of Sick Days that Can Be Carried Over
		In Virginia	Outside Va.		
Williamsburg/James City	10	90	None	Yes	Unlimited
Winchester	15	90	90	Yes	90
Wise	10	100	None	No	Unlimited
Wythe	12	Unlimited	None	Yes	Unlimited
York	12	90	None	No	Unlimited
Average	10				

* Days earned based on 10 month contract.

Unused Leave Reimbursement-Retirement or Termination 2011-12

Table 2

Locality	Reimbursed upon Retirement?	Retirement Reimbursement Rate	Reimbursed upon Termination?	Termination Reimbursement Rate
Accomack	Yes	25% of per diem up to \$7,500	Yes	With 5+ yrs. of service, 25% of per diem up to \$7,500
Alexandria	Yes	\$96.66 per day up to 90 days	Yes	\$96.66 per day up to 90 days
Alleghany	Yes	\$15 per day up to 150 days	No	
Amelia	Yes	Varies from \$10-25 per day, depending on yrs. of service	No	
Amherst	Yes	\$25 per day up to 100 days	No	
Appomattox	Yes	With 30 yrs. of service, \$45 per day up to 130 days	No	
Arlington	Yes	50% of per diem. If hired after 7/2011, 50% per diem up to 40 days	No	
Augusta	Yes	25% of per diem up to \$5,000	No	
Bath	Yes	\$25 per day up to 120 days	No	
Bedford	Yes	\$25 per day	No	
Bland	Yes	\$25 per day	No	
Botetourt	Yes	25% of per diem	No	
Bristol	Yes	\$20 per day up to \$4,000	No	
Brunswick	Yes	\$25 per day up to 125	No	
Buchanan	Yes	\$50 per day for 50% of days; \$10 per day for the second 50% of days	No	
Buckingham	Yes	25% of per diem or \$30 whichever is greater up to \$20,000	No	
Buena Vista	Yes	With minimum 10 yrs. of service, 25% of per diem	Yes	25% of per diem
Campbell	Yes	With 30+ yrs. of service, \$50 per day	No	
Caroline	Yes	With 5+ yrs. of service in county, \$10 per day	Yes	With 5+ yrs. of service in county, \$10 per day
Carroll	Yes	Based on yrs. of service, for 26+ yrs. reimbursed \$30 per day	No	
Charles City	Yes	\$10 per day	No	
Charlotte	Yes	\$35 a day put into an annuity	No	
Charlottesville	Yes	With 30+ yrs. of service, \$40 per day	Yes	\$10 per day up to 25

Locality	Reimbursed upon Retirement?	Retirement Reimbursement Rate	Reimbursed upon Termination?	Termination Reimbursement Rate
Chesapeake	Yes	With 20+ yrs. of service, 100% per diem up to 60 days	Yes	With 20+ yrs. of service, 100% per diem up to 60 days
Chesterfield	Yes	With 30+ yrs. of service (at least 10 yrs. with county), \$30 per day up to 200 days	No	
Clarke	Yes	\$30 per day	Yes	With 10+ yrs. of service with county, \$30 per day up to 200 days
Colonial Beach	Yes	\$30 per day	No	
Colonial Heights	Yes	Varies from \$25-\$35, depending on number of unused days, up to \$10,000	No	
Covington	Yes	Varies from \$18-\$48 per day, based on final salary	No	
Craig	Yes	\$40 per day up to 120 days	No	
Culpeper	Yes	\$20 per day	No	
Cumberland	Yes	25% of per diem up to \$5,000	No	
Danville	Yes	\$15 per day	No	
Dickenson	Yes	\$55 per day	Yes	\$30 per day
Dinwiddie	Yes	With 10+ yrs. of service and based on number of unused days, varies from \$5-\$30 per day	Yes	With 10+ yrs. of service and based on number of unused days, varies from \$5-\$30 per day
Essex	Yes	\$25 per day	No	
Fairfax	No	Unused sick leave is credited to Fairfax County's local retirement system for those hired before 2001	No	Unused sick leave is credited to Fairfax County's local retirement system for those hired before 2001
Falls Church	Yes	\$3.75 per hour	Yes	\$3.75 per hour
Fauquier	Yes	Varies from \$20-\$50 per day, depending on number of unused days, up to 250 days for hirees before 11/2005	Yes	Varies from \$20-\$50 per day, depending on number of unused days, up to 250 days for hirees before 11/2005.
Floyd	Yes	\$50 per day	Yes	With 5+ yrs. of service with county, \$10 per day
Fluvanna	Yes	25% of per diem up to \$2,500	Yes	With 5+ yrs. of service in county, 25% of per diem up to \$2,500

Locality	Reimbursed upon Retirement?	Retirement Reimbursement Rate	Reimbursed upon Termination?	Termination Reimbursement Rate
Franklin City	Yes	\$30 per day up to 200 days	No	
Franklin Co.	Yes	\$35 per day	No	
Frederick	Yes	\$7.14 per hour	No	
Fredericksburg	Yes	\$30 per day up to 200 days	No	
Galax	Yes	\$10 per day up to 180 days	No	
Giles	Yes	\$20 per day of leave earned after 1988, up to 150 days	No	
Gloucester	Yes	With 25+ yrs. of service, \$50 per day	Yes	With 5+ yrs. of service, \$25 per day
Goochland	Yes	\$10 per day up to 120 days	No	
Grayson	Yes	\$20 per day up to 250 days	No	
Greene	Yes	\$15 per day	No	
Greensville/Emporia	Yes	\$40 per day up to \$5,000	No	
Halifax	Yes	1-50 days @ \$100 per day, 50+ days @ \$50 per day	No	
Hampton	Yes	\$30 per day	Yes	\$30 per day
Hanover	Yes	With 10+ yrs. of service, 15% of per diem	Yes	With 10+ yrs. of service, 15% of per diem
Harrisonburg	Yes	Varies from \$10-\$20 per day, based on yrs. of service, up to 150 days	No	
Henrico	Yes	\$32 per day up to 250 days	No	
Henry	Yes	25% of per diem up to 180 days	No	
Highland	Yes	\$20 per day	No	
Hopewell	Yes	\$70 per day	No	
Isle of Wight	Yes	\$30 per day	No	
King & Queen	Yes	\$25 per diem up to \$5,000	No	
King George	Yes	25% of per diem up to \$3000	No	
King William	Yes	\$20 per day	Yes	\$20 per day
Lancaster	Yes	\$45 per day up to 40 days	No	
Lee	Yes	\$25 per day	No	
Lexington	Yes	\$20 per day up to 200 days	No	
Loudoun	Yes	25% of per diem, up to a maximum of the prior year's average teacher salary	No	
Louisa	Yes	\$58.88 per day	No	
Lunenburg	Yes	\$10 per day	No	
Lynchburg	Yes	\$30 per day up to 90 days	No	

Locality	Reimbursed upon Retirement?	Retirement Reimbursement Rate	Reimbursed upon Termination?	Termination Reimbursement Rate
Madison	Yes	With 10+ yrs. of service, \$20 per day up to 150 days	No	
Manassas City	Yes	\$40 per day	Yes	\$20 per day up to 150 days
Manassas Park	Yes	With 30+ yrs. of service, \$50 per day	No	
Martinsville	No		No	
Mathews	Yes	Varies from \$25-50 per day, based on number of unused days, up to \$7,000	No	
Mecklenburg	Yes	With 5+ yrs. of service with county, \$10 per day up to 120 days	No	
Middlesex	Yes	\$25 per day up to 125	No	
Montgomery	Yes	With 5+ yrs. of service, 25% of per diem up to \$5,000	Yes	With 5+ yrs. of service, 25% of per diem up to \$5,000
Nelson	Yes	\$10 per day	No	
New Kent	Yes	\$25 per day up to 200 days	No	
Newport News	Yes	\$30 per day up to \$5,000	No	
Norfolk	Yes	\$20 per day	No	
Northampton	Yes	Eligible employees (10 yrs. of service with county, 30 yrs. VRS) receive \$25 per day up to \$7,500; those with 90 sick days as of 6/30/2009 (and at retirement) receive 2008-09 contractual daily rate up to 110 days	No	
Northumberland	Yes	\$40 per day	No	
Norton	Yes	Varies from \$12- \$45 per day, based on year leave accrued	No	
Nottoway	Yes	\$23 per day up to 110 days	Yes	\$23 per day up to 110 days
Orange	Yes	25% of per diem	No	
Page	Yes	Varies from \$12- \$40 per day, based on leave allowed and accrued from 1996 to retirement	No	
Patrick	Yes	\$10 per day up to 120 days	Yes	\$10 per day up to 120 days
Petersburg	Yes	\$50 per day up to 50 days	No	
Pittsylvania	Yes	\$10 per day	No	
Poquoson	Yes	\$20 for first 100 days, \$25 for days over 100	Yes	\$10 per day for days over 20, up to 40
Portsmouth	Yes	With at least 5 yrs. of service, \$20 per day	Yes	With at least 5 yrs. of service, \$20 per day

Locality	Reimbursed upon Retirement?	Retirement Reimbursement Rate	Reimbursed upon Termination?	Termination Reimbursement Rate
Powhatan	Yes	33% of per diem up to 200 days	No	
Prince Edward	Yes	\$100 per day up to 150 days	No	
Prince George	Yes	With 20+ yrs. of service, 25% of per diem up to 150 days	No	
Prince William	Yes	10% of per diem	Yes	10% of per diem
Pulaski	Yes	\$30 per day	No	
Radford	Yes	\$20 per day up to \$6,000	Yes	\$20 per day up to \$6,000
Rappahannock	Yes	\$15 per day	No	
Richmond City	Yes	With 5+ yrs. of service, 50% of substitute pay up to 100 days; days over 100 reimbursed at full substitute rate	Yes	With 5+ yrs. of service, 50% of substitute pay up to 100 days; days over 100 reimbursed at full substitute rate
Richmond Co.	Yes	With 12+ yrs. of service, \$30 per day up to 200 days	No	
Roanoke City	Yes	With 10+ yrs. of service in city, \$20 per day	Yes	With 10+ yrs. of service in city, \$20 per day
Roanoke Co.	Yes	\$35 per day	Yes	With 5+ yrs. of service in county, \$10 per day
Rockbridge	Yes	\$15 per day up to 200 days	No	
Rockingham	Yes	33% of per diem up two months pay	No	
Russell	Yes	\$50 per day	No	
Salem	Yes	\$40 per day up to 200 days	No	
Scott	Yes	\$50 per day	No	
Shenandoah	Yes	\$37.50 per day	No	
Smyth	Yes	\$50 per day	No	
Southampton	Yes	\$10 per day	No	
Spotsylvania	Yes	\$30 per day	No	
Stafford	Yes	With 5+ yrs. of service, \$35 per day	Yes	With 5+ yrs. of service, \$35 per day
Staunton	Yes	\$20 per day	No	
Suffolk	Yes	\$35 per day	No	
Surry	Yes	\$30 per day up to 120 days	No	
Sussex	Yes	50% of per diem up to 90 days	No	
Tazewell	Yes	\$50 per day	No	
Va. Beach	Yes	\$28 per day	No	
Warren	Yes	\$10 per day	Yes	With 5+ yrs. of service, \$10 per day

Locality	Reimbursed upon Retirement?	Retirement Reimbursement Rate	Reimbursed upon Termination?	Termination Reimbursement Rate
Washington	Yes	\$50 per day	Yes	\$50 per day up to 160 days
Waynesboro	Yes	\$20 per day up to 120 days	Yes	With 5+ yrs. of service, \$20 per day up to 120 days
West Point	Yes	\$15 per day	No	
Westmoreland	Yes	\$74.92 per day up to 120 days	No	
Williamsburg/James City	Yes	25% of per diem or \$25 per day, whichever is higher, up to \$5,000	No	
Winchester	Yes	With 10+ yrs. of service with city, \$50 per day up to 90 days	No	
Wise	Yes	Varies from \$15-\$40 per day, based on number of unused days	No	
Wythe	Yes	\$30 per day	No	
York	Yes	\$30 per day up to 100 days	No	

Personal Leave Policies 2011-12



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Table 3

Locality	Personal Leave for			Unused Personal Leave Transferred to Sick Leave at End of Year	Unused Personal Leave Reimbursed at End of Year
	Illness-Immediate Family	Bereavement	General		
Accomack	3 personal (sick days can also be used)	3	3	All over 5	None
Alexandria	60 (FMLA)	None	4	All over 8	None
Alleghany	Sick leave	Sick leave or personal days	2 (may use 1 sick leave day for personal)	2	1 day
Amelia	None	None	5	14	None
Amherst	None	None	2	All over 4	None
Appomattox	None	None	2	None	None
Arlington	Sick leave	Sick leave (up to 5 days)	3	All over 6	None
Augusta	Sick leave	Sick leave	2	None	None
Bath	Sick leave	Sick leave	2 (may use 1 sick leave day for personal)	2	None
Bedford	None	None	1	All over 5	None
Bland	None	3	3	3	None
Botetourt	None	None	2	None	None
Bristol	None	None	3	All	None
Brunswick	None	None	5	5	None
Buchanan	None	None	3	None	3
Buckingham	None	3 consecutive days	2	2	None
Buena Vista	Sick leave	Sick leave	2	All	None
Campbell	None	None	2	None	None
Caroline	None	None	2	2	None
Carroll	Sick leave	Sick leave	3	All	None
Charles City	60 (FMLA)	3	2	2	None
Charlotte	None	None	2	2	None
Charlottesville	None	3		All	None
Chesapeake	Sick leave	3	3	3	None

* Personal leave based on 10 month contract, unless otherwise noted.

Locality	Personal Leave for			Unused Personal Leave Transferred to Sick Leave at End of Year	Unused Personal Leave Reimbursed at End of Year
	Illness-Immediate Family	Bereavement	General		
Chesterfield	None	3 per occurrence - no maximum	2	2	None
Clarke	None	3	3	3	None
Colonial Beach	5	5	3	3	None
Colonial Heights	Sick leave	3	3	All over 5	None
Covington	3	3	3	2	None
Craig	None	None	2	2	None
Culpeper	Sick leave	3	2	All over 3	None
Cumberland	None	3	2	2	None
Danville	None	None	3	3	None
Dickenson	None	None	2	2	None
Dinwiddie	Sick leave	Sick leave	2	None	None
Essex	3	3	2	None	None
Fairfax	Sick leave	Sick leave	Sick leave	None	None
Falls Church	None	Sick leave	Sick leave	None	None
Fauquier	Sick leave	Sick leave	3	All over 3	None
Floyd	Sick leave	1	3	All over 2	None
Fluvanna	Sick leave	3	3 (with 3+ yrs. of service)	All over 5	None
Franklin City	Sick leave	Sick leave	2	All	None
Franklin Co.	3	3	3	All	None
Frederick	5	5	3	All	None
Fredericksburg	Sick leave	3	3 (with 15+ yrs. of service)	3	None
Galax	None	3	3	All	None
Giles	Sick leave	Sick leave	5	3	None
Gloucester	Sick leave	Sick leave	2	All over 5	None
Goochland	Sick leave	Sick leave	2	2	None
Grayson	None	None	3	All over 5	None
Greene	None	3	2	3	None
Greensville/Emporia	5	5	2	All	None
Halifax	None	None	3	All	None
Hampton			3	3	None
Hanover	Sick leave	Sick leave	3 (with 3+ yrs. of service)	All over 1	None

Locality	Personal Leave for			Unused Personal Leave Transferred to Sick Leave at End of Year	Unused Personal Leave Reimbursed at End of Year
	Illness-Immediate Family	Bereavement	General		
Harrisonburg	Sick leave	3	2 (after 5 yrs. of service, can access 1 sick leave day for personal)	2	None
Henrico	None	3	2	All	None
Henry	Sick leave	3	1	None	None
Highland	Sick leave	Sick leave	3	All	None
Hopewell	2	2 (may also use sick leave)	2	2	None
Isle of Wight	60 (FMLA)	6	3	3	None
King & Queen	3	3	12 month employees earn 2 personal days; those with no annual leave may use up to 3 emergency days	All	None
King George	10	3	3	All	None
King William	5	5	2	2	None
Lancaster	None	5	4	4	None
Lee	None	None	4	2	None
Lexington	None	None	4	All	None
Loudoun	Unlimited	Sick leave	3	All	None
Louisa	None	None	2	2	None
Lunenburg	3	3	2	All over 5	None
Lynchburg	None	None	2	All over 5	None
Madison	Sick leave	2	2	2	None
Manassas City	None	None	3	3	None
Manassas Park	60 (FMLA)	3	3	3	None
Martinsville	None	3	2	All over 5	None
Mathews	Sick leave	Sick leave	2	1	None
Mecklenburg	None	None	2	2	None
Middlesex	None	None	3	None	None
Montgomery	Sick leave	3	2	2	None
Nelson	None	None	3	All over 5	None
New Kent	None	3	2 (can use 2 sick leave days as personal)	2	None

Locality	Personal Leave for			Unused Personal Leave Transferred to Sick Leave at End of Year	Unused Personal Leave Reimbursed at End of Year
	Illness-Immediate Family	Bereavement	General		
Newport News	Sick leave	Sick leave	3	All	None
Norfolk	10	3	3	3	None
Northampton	60 (FMLA)	5	3	2	None
Northumberland	None	None	2	2	None
Norton	Sick leave	Sick leave	3	None	None
Nottoway	Sick leave	Sick leave	2	2	None
Orange	None	None	2	All over 5	None
Page	Sick leave	Sick leave	3	All over 6	None
Patrick	5	5	2	2	None
Petersburg	Sick leave	4	Sick leave	None	None
Pittsylvania	None	None	3	3	None
Poquoson	3	5	2	All	None
Portsmouth	None	Sick leave	1	3	None
Powhatan	Sick leave	5	3	None	None
Prince Edward	None	None	2	All over 1	None
Prince George	None	3	3	All over 2	None
Prince William	None	None	3	3	None
Pulaski	None	None	2	All over 2	None
Radford	Sick leave	Sick leave	3	All over 5	None
Rappahannock	None	None	12.5	All	None
Richmond City	Sick leave	5	3	3	None
Richmond Co.	None	None	3	3	None
Roanoke City	None	None	2	All	None
Roanoke Co.	30	3	2	2	None
Rockbridge	Sick leave	3	2	1	1 day
Rockingham	60 (FMLA)	5	3	All over 5	None
Russell	Unlimited	Unlimited	5 (with 26+ yrs. of service)	All over 5	None
Salem	None	None	3	3	None
Scott	3	3	3	All over 10	None
Shenandoah	None	None	3 (with 15+ yrs. of service)	All over 5	None
Smyth	None	None	2	All over 5	None
Southampton	None	None	2	2	None
Spotsylvania	None	3	2	5	None

Locality	Personal Leave for			Unused Personal Leave Transferred to Sick Leave at End of Year	Unused Personal Leave Reimbursed at End of Year
	Illness-Immediate Family	Bereavement	General		
Stafford	None	3	3 (with 22+ yrs. of service)	All over 6 days (with 22+ yrs. of service)	None
Staunton	1 Sick leave	Sick leave	2	All	None
Suffolk	Sick leave	Sick leave	2	All (can carry one to personal leave)	None
Surry	10	3	2	2	None
Sussex	None	None	1 to 3, based on sick days accumulated previous year	3	None
Tazewell	3	3	3	All	None
Va. Beach	Sick leave	3	2	None	None
Warren	60 (FMLA)	Sick leave	2	2	None
Washington	None	None	5	3	None
Waynesboro	Sick leave	Sick leave	3	3	None
West Point	None	None	2	2	None
Westmoreland	None	None	3	All	None
Williamsburg/James City	Sick leave	3	Sick leave	5	None
Winchester	Sick leave	Sick leave	3	None	None
Wise	10	None	3	All over 2	None
Wythe	Sick leave	Sick leave	5	All over 5	None
York	None	None	3	All over 2	None

Personal Leave Restrictions 2011-12

Table 4

Locality	Restrictions to Personal Leave
Accomack	Must have special permission from HR
Alexandria	May not use leave prior to holidays
Alleghany	May not use leave prior to or immediately following holidays
Amelia	May not use leave prior to or immediately following holidays
Appomattox	May not use leave prior to or immediately following holidays
Arlington	May not use leave prior to or immediately following holidays or school term
Bath	May not use leave prior to or immediately following holidays
Bedford	May not use leave prior to holidays
Bland	May not use leave prior to holidays
Caroline	May not use leave prior to or immediately following holidays or during first or last 10 working days
Charlotte	May not use leave prior to holidays, in-service days, teacher workdays
Charlottesville	May not use leave prior to or immediately following holidays or last 8 days of term
Chesapeake	May not use leave prior to or immediately following holidays
Chesterfield	May not use leave prior to or immediately following holidays or during first or last day of term
Colonial Heights	May not use leave prior to or immediately following holidays or during in-service days
Covington	May not use leave prior to or immediately following holidays or during following: in-service days, semester examinations, or SOL testing
Craig	May not use leave prior to holidays
Culpeper	May not use leave prior to or immediately following holidays or during first or last 10 instructional days
Cumberland	May not use leave prior to or immediately following holidays
Danville	May not use leave prior to or immediately following holidays or beginning and closing of school year
Fauquier	May not use leave prior to or immediately following holidays or during "Opt-out day" (flex time, re: professional development)
Floyd	May not use leave prior to or immediately following holidays or during in service days. No more than one instructional staff member or 10% of an administrative unit may take personal leave at one time.
Franklin City	May not use leave prior to or immediately following holidays
Franklin Co.	May not use leave during first 8 or last 5 days of school year
Frederick	May not use leave prior to holidays or during teacher work days
Galax	Leave may be declined if interferes with instruction or testing
Giles	May not use leave prior to or immediately following holidays or during semester exams or teacher workdays
Gloucester	May not use leave to extend a holiday, vacation, or other leave
Goochland	May not use leave prior to or immediately following holidays or during the opening or closing of school
Grayson	May not use leave prior to or immediately following holidays

* Typically exceptions allow for emergencies or written request approved prior

Locality	Restrictions to Personal Leave
Halifax	Prior approval needed
Hampton	May not use leave prior to or immediately following holidays or scheduled closings
Hanover	May not use leave prior to or immediately following holidays or school break, during the first or last week of school term, or during 3 workdays prior to and during testing
Harrisonburg	May not use leave prior to or immediately following holidays or during in-service or snow make-up days
Henrico	May not use leave prior to or immediately following holidays
Henry	May not use leave prior to or immediately following holidays
Highland	May not use leave prior to or immediately following holidays
Hopewell	May not use leave prior to or immediately following holidays
Isle of Wight	May not use leave prior to or immediately following holidays or during in-service days
King & Queen	May not use leave prior to or immediately following holidays
King George	May not use leave prior to or immediately following holidays
King William	May not use leave prior to or immediately following holidays or during teacher workdays or in-service days
Lexington	May not use leave prior to or immediately following holidays
Loudoun	May not use leave during first or last 5 instructional days, in-service days, or parent conference days. If a substitute cannot be secured, leave is granted per judgment of immediate supervisor.
Louisa	May not use leave prior to or immediately following holidays, after May 1, or during following: first 5 days of school, in-service days, teacher or orientation work days, or parent conference days
Lunenburg	May not use leave prior to or immediately following holidays or during in-service days
Lynchburg	May not use leave the day prior to or immediately following holidays or during first or last 10 days of school
Madison	May not use leave prior to or immediately following holidays or during the first or last days of school
Manassas City	May not use leave prior to or immediately following holidays
Manassas Park	May not use leave prior to or immediately following holidays
Mecklenburg	May not use leave prior to or immediately following holidays
Middlesex	May not use leave prior to or immediately following holidays
Montgomery	May not use leave prior to a holidays
New Kent	May not use leave prior to a holidays
Newport News	May not use leave prior to or immediately following holidays
Northampton	May not use leave prior to or immediately following holidays
Northumberland	May not use leave prior to holidays
Norton	May not use leave prior to or immediately following holidays
Nottoway	May not use leave prior to or immediately following holidays
Orange	May not use leave prior to holidays
Patrick	May not use leave prior to or immediately following holidays, during workdays, or during staff development

* Typically exceptions allow for emergencies or written request approved prior

Locality	Restrictions to Personal Leave
Pittsylvania	May not use leave during first or last days of contract or teaching days of a semester, prior to or immediately following any break in the school calendar
Prince Edward	May not use leave prior to or immediately following holidays, during the week prior to or first week students are in school, during the 5-day period prior to or during examinations, on the last day of school
Prince George	May not use leave prior to or immediately following holidays
Prince William	May not use leave prior to holidays
Pulaski	May not use leave prior to or immediately following holidays and scheduled breaks
Radford	May not use leave prior to or immediately following holidays
Richmond City	May not use leave during critical periods such as the end of the school year, during testing periods, etc.
Richmond Co.	May not use leave prior to holidays
Roanoke Co.	May not use leave prior to or immediately following holidays
Rockingham	May not use leave prior to or immediately following holidays, winter break, or any other scheduled leave
Salem	May not use leave prior to or immediately following holidays or non-school day.
Shenandoah	May not use leave prior to or immediately following holidays
Southampton	May not use leave prior to or immediately following holidays, teacher workdays, or last 5 student days
Spotsylvania	May not use leave prior to holidays
Stafford	May not use leave prior to or immediately following holidays, during parent visitation day, or during first or last 2 weeks of school
Suffolk	May not use leave prior to or immediately following holidays
Surry	May not use leave prior to holidays
Tazewell	May not use leave during first or last 5 instructional days, during staff development or orientation work days for in-service or parent conferences, during State or Local assessment periods, or when a qualified substitute cannot be secured.
Va. Beach	May not use leave prior to or immediately following holidays or during first or last 10 workdays of the school term
Warren	May not use leave prior to or immediately following holidays
Washington	May not use leave prior to or immediately following holidays, or during in-service and teacher workdays
Waynesboro	May not use leave prior to or immediately following holidays, during last 15 workdays of the school term, or during teacher workdays or make-up days.
West Point	May not use leave prior to holidays
Westmoreland	May not use leave prior to or immediately following holidays or during first or last teaching week
Williamsburg/James City	May not use leave prior to or immediately following holidays. No more than 3 personal leave may be used consecutively.
Winchester	May not use leave prior to or immediately following holidays or other leave
Wise	May not use leave during in-service days
York	May not use leave prior to or immediately following holidays

* Typically exceptions allow for emergencies or written request approved prior