

Descriptor Term:

**CGPGB**

**LEAVES AND ABSENCES -  
ADMINISTRATORS**

ISSUE DATE: **11-15-07**

REVISED: 5-12-14

At the beginning of each school year, administrators shall be credited with a sick leave allowance with pay for absences caused by illness or physical disability of the administrator according to the following formula: ten and one-half month administrator – 10.5 days; twelve-month administrator - 12 days. There shall be a limit to credited days accumulated based on the state's leave law, as amended. Administrators will be permitted to use a portion of the sick leave day as personal leave, as follows: ten and one-half – 3.5 days; twelve month – 5 days. An employee may not carry more than five days of personal leave. Days in excess of 5 personal days convert to sick leave.

Each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, The Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the meetings of the state textbook ratings committees or other meetings authorized by local school board policy.

All leave to be carried over is subject to limitation of the accrual rate as set forth in the State's leave law, as amended.

For the first ten (10) days of absence of an administrator because of illness or physical disability, in any annual term of employment, in excess of the sick leave allowance credited to such administrator, there shall be deducted from the pay of administrator the highest teacher substitute rate per day of absence.

After the administrator has used the yearly days and the cumulative leave days, plus the following ten (10) days, the administrator will have deducted an amount equal to the annual salary divided by the number of days the person is to be on duty times the number of days absent.

Sick leave also may be used for serious illness or death of members of the immediate family: father, mother, spouse, brother, sister, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, or foster parents, foster children, and grand parents of the employee or spouse.

Sick leave may be used for serious illness, or death, of members of the immediate family: father, mother, spouse, brother, sister, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, foster parents or foster children or grandparents of employee or spouse. Sick leave may also be used to bond with the newborn child of, adopted child of, or child placed

for foster care with the employee. Bonding may only be used within twelve (12) months of the birth or placement.

Disposition of Leave upon Notice of Termination or Retirement:

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Retirement: Upon retirement from employment, the employee shall be paid for not more than 30 days of unused accumulated leave earned while employed with this district at a rate equal to the amount paid to substitute administrators. The payment shall be made on their final paycheck and shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103. Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to PERS subject to the same limitations as otherwise provided by law.

Death: In the event of death, effective July 1, 2010 a maximum of 30 days of paid leave may be reported as wages. All such payments are subject to the maximum annual earnings limitation.

Termination: Unless retiring, under no circumstance will a terminating employee receive compensation for any accumulated medical leave. Unused leave will be counted as creditable and certified to PERS.

\* ALL THE ABOVE IS SUBJECT TO THE STATE'S LEAVE LAW, AS AMENDED. Annual total number of converted unused personal/vacation days when added to the annual unused sick days for any employee may not exceed the combined allowable number of days per year provided in Miss. Code Ann. 25-3-93 and 25-3-95 (1972, as amended).

LEGAL REF.: MS code of 1972, Section 37-7-307