

**G-3111 © GCCG-RA**

**REGULATION**

**PROFESSIONAL / SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED ANNUAL OR STRAIGHT LEAVE**

(Application Screening)

The application must be in writing. The application must be supported by a certified document by a health care provider that describes the nature, severity, and anticipated duration of the emergency medical condition of the recipient and that includes a statement that the recipient is unable to work all or a portion of the recipient's work hours. The application should be received by the District office prior to the applicant beginning unpaid leave status.

**G-3112 © GCCG-RB**

**REGULATION**

**PROFESSIONAL / SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED ANNUAL OR STRAIGHT LEAVE**  
(Application Screening Committee) A committee consisting of at a minimum one health education professional, one licensed teacher, one support staff member, and one professional supervisory person as appointed by the Superintendent are to review the applications and make a recommendation to the Superintendent who will approve or deny the leave. The applications are to be reviewed in accord with the guidelines found in policy and as presented below: The approved applicant shall:

- Be a full-time employee (an employee eligible to earn sick leave).
- Have a "medical emergency" as defined in this policy.
- Have exhausted all earned/accrued leave of any nature or kind including compensatory time and be eligible for an unpaid leave of absence.
- Not be eligible for disability benefits, including but not limited to Social Security.
- Be one whose return to duty is projected to occur no later than the beginning of their next contract year.
- Submit an application, which shall be received by the District office at least ten (10) days prior to the beginning of the applicant's unpaid leave status, when practicable.