



Guilford
County Schools

Time Off and Leave of Absence

Absences of Ten Days or More

If you will be out of work ten days or more, even if you have enough paid time available to cover your absence, you must complete paperwork to request a leave of absence. If you fail to follow the correct [Leave Procedures](#), your pay and benefits may be affected. These notes are condensed from the leave regulations in North Carolina Administrative Code. Official leave policies are documented in the [North Carolina Public Schools Benefits and Employment Policy Manual](#). A quick summary of the leave process is outlined below.

Forms Needed

A [Request for Leave of Absence Form](#) is required for all leaves of absence. Additional required forms are noted below and may be found under [Forms and Documents](#).

- **Medical (Self):** Medical Certification for Employee's Own Serious Health Condition
- **Medical (Family):** Medical Certification for a Family Member's Serious Health Condition
- **Family Leave:** Relevant Documentation
- **Other:** Relevant Documentation

Types of Leave

For a non-occupational leave of absence, the following types of leaves are available:

- **Medical leave**
- **Extended Sick Leave**
- **Family leave**
- **Parental leave**
- **Non-paid Leave**
- **Qualifying exigency leave for families of covered service members**
- **Military caregiver leave**

- **Military leave**
- **Educational leave**
- **Professional leave**

Employees are not eligible to take personal leave of absences. Whether employees are paid during leave depends on the type of leave they are taking, available paid time they may have accrued and their eligibility for disability benefits. Employees on a Workers' Compensation leave can [click here for information](#).

Medical Leave

Employees who are unable to work due to a serious medical condition may request a medical leave of absence. Employees in positions that accrue sick leave or are eligible for leave under the Family Medical Leave Act (FMLA), qualify for a medical leave of absence with or without pay. A medical leave of absence is only granted for an employee's serious health condition. Employees may not take medical leave to care for family members (see Family Leave below). For those employees who qualify for FMLA in addition to medical leave, they shall run concurrently.

Extended Sick

Extended Sick Leave may be requested only by teachers and may be granted for periods of up to 20 days annually after earned sick leave has been exhausted. Full salary less the appropriate substitute deduction is paid. This leave may be used for personal illness of the employee only, and medical documentation may be required.

Family Leave

Employees may qualify for Family Leave to assist an immediate family member with a serious medical condition. Employees ineligible for FMLA leave may be eligible for Family Leave. Immediate family is defined as; spouse, children, parents, brothers, sisters, grandparents, grandchildren and dependents living in the employee's household. Also included are step, half and in-law relationships. Employees who qualify may apply their sick leave toward their Family Leave. For those employees who qualify for FMLA in addition to the family leave, they shall run concurrently.

Parental Leave without Pay

Employees may take up to one year of leave after the birth or adoption of a child, from the date of birth or adoption. Employees shall be required to use all accrued sick leave, extended sick leave, or voluntary shared leave for which they are eligible. Employees may use, but are not required to use, all accrued annual leave or personal leave. For those employees who qualify for FMLA in addition to the parental leave, they shall run concurrently.

Non-paid Leave

Non-Paid Leave may be granted by the Board of Education upon the recommendation of the Superintendent. All permanent personnel employed at least half-time are eligible for non-paid leave for up to one calendar year for the birth or adoption of a child. Return dates from this leave must coincide with reasonable divisions in the school calendar. Uninterrupted coverage of health insurance on a self-

paid basis may be arranged by contacting the appropriate health benefits representative in the payroll office.

Qualifying Exigency Leave

A qualifying exigency occurs when an employee's spouse, son, daughter, or parent who is a member of the National Guard or Reserves is on active duty or has been called to active duty in support of a contingency operation. The reasons for which an employee may take leave because of a qualifying exigency are divided into seven general categories:

- Short-notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to care for a covered service member who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation or therapy; or otherwise in outpatient status; or on the temporary disability retired list.

Military Leave

Full-time and part-time permanent employees who are called into active duty or periods of active duty training may be eligible for military leave. Employees must provide copies of orders for military leaves to be processed. Employees' rights to military leave are provided and protected under USERRA and other applicable federal and state laws.

Educational Leave

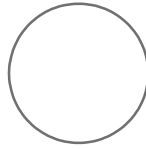
In some cases, requests for educational leave may be granted so employees can obtain additional education that will benefit them and GCS. Employees must submit written requests of full-time registration in an academic plan of study towards a degree-program before the courses or program begins. Proof of enrollment and course of study must be attached to the request for leave.

Professional Leave

Some employees serving in specific capacities with state or local organizations may request a professional leave of absence. Such leaves must be approved prior to the beginning of the term of service and some cases may require the approval of the Superintendent or designee.



Reopening Schools



Job Vacancies



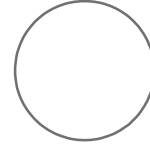
Transportation



Let's Talk



Board of Education



Parent Academy



Staff

[BACK TO TOP](#)

Guilford County Schools



712 N. Eugene St., Greensboro, NC 27401

P: 336-370-8100

[STAFF SIGN IN](#)

Who We Are

Guilford County Schools is the third largest school district in North Carolina, the 47th largest of

more than 14,000 in the United States, and serves more than 73,000 PK-12 students at 126 schools. With approximately 10,000 employees, GCS works in partnership with parents, businesses, colleges and the community to deliver an education that connects student interests and skills with the careers and economy of our future here and around the world. We provide educational choices to meet individual student needs in a culturally diverse citizenship and new opportunities to help our students Soar to Greatness.

Website Accessibility

Guilford County Schools is committed to ensuring that people with disabilities have the same access to its electronic and information technologies that are available to people without disabilities, including content made available through the use of our websites. GCS is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II. Websites used by GCS should provide substantially similar functionality, experience, and information access to individuals with disabilities as it provides to others. To accomplish this, GCS will strive to meet or exceed the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

[Questions or Feedback?](#) • [Terms of Use](#)
[Blackboard Web Community Manager](#)
[Privacy Policy \(Updated\)](#)

Copyright © 2002-2021 Blackboard, Inc. All rights reserved.

[Site Map](#)

[Register](#)