



PERSONNEL: Compensation, Benefits and Retirement

Absences and Leaves

I. Policy Statement

- A. The Board of Education of Baltimore County (Board) expects regular attendance at work and believes that it has a profound and positive effect on student achievement, on the maintenance of a safe and orderly learning environment and on the effective and efficient operation of the school system.
- B. The Board further considers it essential to manage and monitor employee absences and leaves appropriately.

II. Definition

Religious Holiday – A day or days noted on the Maryland State Department of Education (MSDE) student testing calendar when state primary test administrations cannot be scheduled.

III. Standards

- A. The Superintendent is responsible for establishing an employee absence and leaves of absence system.
- B. A request for a leave of absence for a period of greater than 90 days shall be subject to the approval of the Board and shall be used for the purpose set forth in the leave application.
- C. Employees shall be responsible for complying with established procedures for requesting leave and reporting absences.
- D. In accordance with bargaining unit agreements, for any religious holiday not noted on the MSDE student testing calendar, the employee must provide documentation from his/her religious leader verifying the requirement to be absent from work to fulfill a religious obligation(s). An employee's documented absence for that employee's religious holiday shall not be used against him/her in determining any attendance-related benefits, incentives or promotional opportunities.

IV. Implementation

The Board directs the Superintendent to implement this policy.

Legal References: 29 USC §§2601, *et seq.*, *Family and Medical Leave Act*
38 USC §§4301, *et seq.*, *Uniformed Services Employment and Reemployment Rights Act (USERRA)*
Annotated Code of Maryland, Education Article §6-111, *Assault Leave*
Annotated Code of Maryland, Public Safety Article §13-706, *Leaves of Absence for Public Employees who are Members of Militia*
Annotated Code of Maryland, Public Safety Article §13-803, *Employee Leave; Family Members in Active Duty*
Annotated Code of Maryland, State Personnel and Pensions Article §9-402, *Notice and Approval of Personal Leave*
COMAR 13A 07.02.03, *Leave of Absence*
COMAR 13A.07.03.02, *Attendance and Absence of Certificated Employees*

Related Policies: Board of Education Policy 4006, *Medical Evaluations*
Board of Education Policy 4009, *Emergency Closings – Employee Attendance*
Board of Education Policy 4100, *Employee Conduct and Responsibilities*
Board of Education Policy 8410, *Fraud Reporting*

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