

The evaluation form must be signed and returned to the administrator. (The signature indicates that the evaluation was discussed and does not necessarily mean agreement.) Teachers will be urged to attach clarifying information or other comments to the file copy.

- B. Any teacher not showing improvement on evaluated weakness(es) in consecutive evaluations shall be considered for non-renewal.
- C. Teachers may examine their personnel file in the office area only, during non-teaching time in the presence of the administrator.

ARTICLE 9 - SICK LEAVE

- A. All full time teachers will be entitled to ten (10) days of sick leave each school year. Sick leave may be used for the illness of the teacher and members of the teacher's immediate family (spouse, children, parents, and parents-in-law).

A teacher may take three (3) of those days for the illness or death of a close relative. If an unusual number of illnesses and/or deaths are experienced in one family during any one year, the Administrator may approve additional absences. Such relative could be a parent, husband or wife, brother, sister, child, grandparent, mother-in-law, or father-in-law. A teacher may take up to ten (10) of those days for the illness of a minor child who is unable to care for him or herself.

A teacher may take two personal days for personal business or emergency. No more than four staff members will be eligible to take personal days on any one school day.

Personal days will be deducted from annual or accumulated sick leave. The administrator must be notified in writing, 72 hours in advance, for all personal business day requests except in cases of emergency.

Teachers with 30 or more years of teaching experience (or 15 or more years of teaching experience if they have attained the MA+24 lane on the salary schedule) shall receive a third personal leave day.

- B. Unused sick leave is accumulative up to a total of one hundred ten (110) days. Teachers who have reached the maximum sick leave accumulation at the beginning of the school year are entitled to up to ten (10) additional sick leave days that may be used during that school year before any other sick leave is used. These sick leave days beyond one hundred ten (110) days do not accumulate. The total number of accumulated leave days may be utilized in any one (1) school year.
- C. Sick leave days in excess of four (4) consecutive days shall be accompanied by a doctor's excuse if requested by the administrator or his/her designee.

Medical Certification: The Administrator may require a certificate from the physician of the teacher's choosing that an employee on sick leave is medically unable to perform his/her normal teaching duties. In the event that an employee on sick leave fails to return to work