

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

**WAYLAND PUBLIC SCHOOLS**  
**Wayland, Massachusetts 01778**

**WTA NOTICE OF LEAVE**

- Bereavement Leave (No prior notification required; up to 3 or 5 days per year, depending on circumstance)
- Jury duty (Prior notification required)
- Personal Leave (Prior notification required, except in case of emergency; up to 3 days per year)
- Religious leave (Prior notification required; up to 2 days per year)

DATE(S) OF ABSENCE FROM WORK (in full or half-day increments):

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ADDITIONAL COMMENTS:

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Leave guidelines are summarized on the back of this form. As a reminder, up to five (5) sick days per year may be used for the illness/injury of a spouse, child, parent, or other relative/significant other who is living in the teacher's immediate household.

To request other types of leave specified in the contract—such as leave for Childbirth and Recovery (A.3.), Health Leave (C.1.), Academic Study Leave (C.2.), Military Leave (C.3.), Child Rearing Leave (C.4.), or Adoption Leave (C.5.) — please contact the Assistant Superintendent's office for information and to complete any required paperwork.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal (Confirmation of Receipt)\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Exceptional requests may require approval of Assistant Superintendent

From the Agreement Between the Wayland School Committee and the Wayland Teachers' Association Inc., **Article VII, Section A, Sick Leave, and Section B, Paid Leaves of Absence**, and from the Memorandum of Agreement between the same parties from 4/30/19:

**A.2. Sick Leave**

Sick leave may only be used by a teacher on those occasions when because of his/her own injury or illness h/she is unable to report for work, with the following exception: up to five (5) sick days per year may be used for the illness/injury of a spouse, child, parent, or other relative/significant other who is living in the teacher's immediate household.

**B.1. Personal Leave**

A teacher shall be granted up to three (3) school days of leave without loss of pay for time necessarily and actually lost for personal and/or business which cannot reasonably be accomplished outside the workday. Notification for such leave shall be made to the teacher's immediate supervisor as far as possible in advance of the date of such leave, but in no event less than forty-eight (48) hours in advance of such date except in the case of an emergency. Any teacher who needs a personal day need not indicate the reason s/he needs the day. No personal leave may be taken the day before or after a holiday or a vacation period except in unusual circumstances and only with the approval of the teacher's immediate supervisor and the Superintendent/designee.

**B.2. Bereavement Leave**

A teacher shall be granted up to five (5) school days of leave without loss of pay in the case of the death of a member of the teacher's immediate family defined as spouse, child, sibling, or parent (including any individual who has acted in place of and as parent to the teacher or teacher's spouse); this provision applies to in-laws for the foregoing categories. A teacher shall be granted up to three (3) school days of leave without loss of pay in the case of the death of a grandparent or grandchild; this provision applies to in-laws for the foregoing categories.

**B.3. Religious Leave**

A teacher shall be granted up to two (2) school days of leave without loss of pay for observance of a religious holyday of the religious faith to which the teacher belongs when such holyday falls on a day on which teachers are required to report. The teacher shall notify his/her immediate supervisor as far as possible in advance of such holyday, but in no event less than forty-eight (48) hours in advance of such holyday.

**B.4. Jury Duty**

Upon notification of a teacher's immediate supervisor, a teacher will be granted leave without loss of pay to serve, as long as the courts may require, as a member of a jury. Any payment the teacher receives for this duty shall be reimbursed to the Wayland Public Schools.

**B.5. General**

Upon recommendation of the teacher's immediate supervisor, additional leaves of absence or extensions of leaves beyond the limits set forth in this Article may be granted by the Assistant Superintendent at his/her discretion. The Superintendent is responsible for ensuring the fair application of the paid leave of absence policy.