

GREENE COUNTY SCHOOLS

Procedures for Staff Members Who Have Exhausted Sick Leave Days

Employees absent less than 5 days

- Complete a regular leave form
- Check leave without pay
- Write "Out of Sick Days" under explanations
- File Doctor's statement if required

Employees absent 5 consecutive days or more

- Complete leave of absence form (5.304 Exhibit A)
- Doctor's statement required
- File LOA request with personnel office