



**USING SICK DAYS OR BORROWING SICK DAYS
VS.
UNPAID LEAVE OF ABSENCE
2024-2025**

12-Hour Staff Development Requirement

USING SICK DAYS/BORROWING SICK DAYS

When a staff member is on leave and using sick days or borrowing sick days, they are still on the district's payroll. Therefore, they are still obligated to complete the 12-hour staff development requirement.

UNPAID LEAVE OF ABSENCE

When a staff member is out on unpaid leave of absence or using FMLA, staff development credit is issued on a **prorated basis** depending upon the length of absence. The pro-rated ratio for the hours that need to be met is 1.2 for each month they are paid by the school district. (12 hours over 10 months).

COMPLETING REQUIRED STAFF DEVELOPMENT HOURS WHEN ON LEAVE

One way to fulfill either all or part of this obligation is to begin taking the online courses (up to 4 hours) which can be completed online. These courses are through the BOCES/BUZZ management system. Directions to access this information are included on the Curriculum & Instruction Website. Staff should also contact their building principal for other professional development opportunities to fulfill the requirements if more hours are needed. Please coordinate as early as possible.

Please contact Lisa Colella in the Curriculum Office for any further information.

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