

6.20 LEAVES

6.21 SICK LEAVE

GM, AS, ST employees shall receive twelve (12) days of sick leave per school year. FRTO, FTRL, LT, TA employees shall receive ten (10) days of sick leave per school year. Sick leave may be utilized to care for a dependent child. Sick leave may be accumulated to a total of 60 days. The Director may require a doctor's statement describing the nature of the illness and/or treatment. In the event of major illness, special provision for leave and pay may be made at the discretion of the Director with the approval of the Board. If treatment is required outside of Tashkent the most efficient travel time is included as sick leave. Sick Leave for treatment abroad is granted only with medical documentation that treatment is needed urgently and is not available locally.

Upon termination of the contract the employee will not be compensated for sick leave days not taken.

6.21a EXTENDED SICK LEAVE (FTRO, FTRL and GM)

A Sick Leave Bank is offered to those FTRO, FTRL teachers and GM who are not covered after their sick day quota is used and until long term disability starts (three months from first day of sick leave).

- i. Each employee willing to join the plan is required to give 2 sick leave days every year to this 'Bank'.
- ii. Any employee participating in the program can access the 'Sick Leave Bank' to ensure that they continue to get paid through any period of serious illness or disability, after all their allotted sick days have been used.
- iii. Those employees who do not participate in the 'Bank' are not paid beyond their allocation of accumulated sick days.
- iv. The days accrued in the 'Bank' roll-over to the next academic year.
- v. In the event of major illness, access to the 'Bank' provision, is made at the discretion of the Director.
- vi. There is no pay-out provision at the end of the employee's contract.
- vii. In the event that the 'Bank' runs out of days, faculty participating in this program may be asked to donate more days.

Adopted by the TIS Board, December 2009

6.21b EXTENDED SICK LEAVE (HCN)

It is expected that all host country national employed personnel actively seek any sick leave benefits provided by the Uzbek government. The 'Sick Leave Bank' will supplement any provision made by the Uzbek government.

- i. Each employee willing to join the plan is required to give 2 sick leave days every year to this 'Bank'.
- ii. Any employee participating in the program can access the 'Sick Leave Bank' to ensure that they continue to get paid up to a maximum of 60 days through a period of serious illness or disability, after all their allotted sick days have been used.
- iii. Those employees who do not participate in the 'Bank' are not paid beyond their allocation of accumulated sick days.
- iv. The days accrued in the 'Bank' roll-over to the next academic year.

- v. In the event of major illness, access to the 'Bank' provision, is made at the discretion of the Director.
- vi. There is no pay-out provision at the end of the employee's contract.
- vii. In the event that the 'Bank' runs out of days, local faculty or staff participating in this program may be asked to donate more days.

Amended by the Board, May 19, 2010

6.22 PERSONAL LEAVE

A maximum of three days of personal leave per school year may be allowed by the Director in accordance with policy established by the Board and subject to the availability of qualified substitute(s). Personal leave days may not be taken on scheduled teacher workdays that fall immediately before or after school holidays and vacations. Personal leave days shall be deducted from sick leave. A personal day leave should be used to allow an employee to perform a function that can only be done during working time.

Amended by the Board April 13, 2006

6.23 MATERNITY LEAVE

After one (1) completed full academic year of employment a female EMPLOYEE may utilize accumulated sick leave for up to thirty (30) work days for reasons of pregnancy and childbirth. The date of which the EMPLOYEE stops employment and on which she returns to employment shall be decided by prior agreement between the Director and herself, on written advice of a qualified physician. The female EMPLOYEE is allowed an additional 60 days Leave without Pay (LWOP) with a guarantee of a similar position upon return.

A father may be granted three days leave with pay to attend the birth of his own child.

6.24 BEREAVEMENT LEAVE/EMERGENCY LEAVE

A paid leave of 10 working days for overseas-foreign hire teachers and 5 working days for local hire employees, will be given to an employee to finalize arrangements in the event of a death in the employee's immediate family, i.e. wife, husband, mother, father, child, and mother or father of spouse, or for bona fide emergencies occurring in the employee's family as approved in advance by the director (e.g. major illness, medical evacuation, etc. In addition, five days Leave Without Pay may be utilized upon approval of the Director. If the death of a parent, spouse or child takes place outside of Uzbekistan and causes the overseas foreign hire employee to return home, the employer will provide financial assistance toward the purchase of a round trip airline ticket to the place of burial for the employee. The school contribution shall not exceed the cost of a ticket, as determined by the school, to the employee's point of origin as stated in the contract of employment.

6.25 PROFESSIONAL LEAVE WITH PAY (PLWP)

PLWP may be authorized by the director for employees to undertake professional development, or in-service training. All professional development must be approved by the director as per policies 6.50 – 6.55.

Foreign Teachers Recruited Overseas may take up to 5 days PLWP per current contract to attend international recruiting conferences and interviews outside of Uzbekistan.

6.26 LEAVE WITHOUT PAY/UNAUTHORISED LEAVE (LWOP/ UL)

All absences not covered by policies 6.20 through 6.25 shall be considered leave without pay or unauthorized absence. The distinction shall be that leave without pay is applied for in advance in writing and approved by the Director, while unauthorized absence is an absence without advance approval. For each day of leave without pay one day's salary shall be deducted from the employee's salary. For unauthorized absences the deduction for each day shall be a day's salary plus an additional five percent plus the cost of a substitute.

The daily rate will be determined by dividing the employee's annual salary by the required number of workdays as indicated in the contract.