



## **Additional Leave**

The Barrow County School System supports staff in taking steps to address emotional health needs resulting from the tragic event on September 4, 2024. The proposal below is designed to provide staff with leave flexibility for the purposes of self-care in a manner that continues to provide for a fully staffed high quality learning environment.

- All Barrow County School System Staff that have a 40 hour/week schedule are eligible to use this additional leave to attend therapy sessions.
- Staff will be provided with additional leave to attend self-care/counseling appointments during the regular working hours.
- This additional leave can be used during times when the staff member does not have direct responsibilities for students, scheduled professional learning, or other required meetings or duties.
- Staff attending therapy sessions should be out of the building or away from their work site for a maximum of 90 minutes.
- Staff should provide their supervisor or his/her designee with documentation of the session from the counseling office upon their return.
- Staff are eligible to use this additional self-care leave a maximum of once each week.
- This leave is authorized through June 30, 2025.
- Leave should be pre-approved by each supervisor, or their designee, to ensure it does not conflict with scheduled meetings or student needs.
- Once approved, the leave should be reported to the bookkeeper to record.