



# Indiana Conference of Seventh-day Adventists K-12 Board Operating Policy

## Section 4000 Employment Policies

### **4003:06 Financial Support for Continuing Education**

Teachers who attend Andrews University during the summer for continuing education that has been approved by the Lake Union Conference may receive, each contract year, the following financial assistance from the Indiana Conference. Reimbursement will be authorized after the teacher has successfully completed the approved coursework. The teacher must submit an official transcript along with his/her mileage report and housing receipts.

- a. If a teacher resides at Andrews University while taking classes, reimbursement for mileage for one round-trip from the teacher's school or home to Andrews University. The teacher is reimbursed directly for this expense.
- b. If the teacher resides in the dormitory while taking classes, Andrews University bills the conference directly for this expense.
- c. If a teacher rents a room off campus, the conference will reimburse him/her an amount equal to the cost of a semi-private dormitory room at Andrews University. A receipt must be provided for reimbursement.
- d. If a teacher lives at home and commutes to Andrews University, he/she may be reimbursed for actual miles driven or the amount that would have been provided had he/she opted to reside in the dormitory and not commute, whichever is less.

Teachers who do not attend Andrews University and take at least 2 semester credits of coursework that has been approved by the Lake Union Conference at a college or university other than Andrews University, may receive, once each contract year, a flat-rate reimbursement of \$250 from the Indiana Conference to cover education-related expenses. Reimbursement will be authorized after the teacher has successfully completed the approved coursework. The teacher must submit an official grade transcript before reimbursement is approved.

### **4004:06 Using Short- and Long-Term Sick Leave to Care for Family Medical Needs**

When other arrangements cannot be made, teachers may use accrued short- or long-term sick leave to take time off to care for the medical needs of a child, spouse or parent. All use of sick leave for this purpose should, whenever possible, be approved in advance by the teacher's principal or school board and the Conference Superintendent of Schools.