

Note: See Administrative Guidelines for regular classified and certified employee leave provisions.

Sick Leave

Accumulated Benefits

All full-time employees shall be entitled to fifteen (15) sick leave days for each working year as of the first official day of said school year whether or not they report for duty that day. Unused sick leave days shall be accumulated from year to year with a maximum accumulation of one hundred fifty (150) days.

Sick leave days shall be allotted proportionally for all regular part-time employees. Employees working less than 1.0 FTE, based on hire date, shall receive days in proportion to their FTE.

Planned leaves should be submitted at least two (2) working days in advance, except in cases of emergency.

Long-term Illness

An employee new to the Agency may have additional paid sick leave days in addition to the regular sick leave allotment, when the employee has a serious illness, injury, or disability. Such serious illness, injury, or disability is defined as that requiring continuing treatment by a licensed physician for a period exceeding six (6) consecutive school days, one or more of which exceeds the regular sick leave allotment. These long-term illness days are noncumulative. Application for the additional days for long-term illness may be filed with the Human Resources Office when the need arises.

An employee having accumulated one hundred fifty (150) days and utilizing all one hundred fifty (150) days for a serious illness, injury, or disability and returning to active employment status may have additional paid sick leave days in addition to the regular sick leave allotment when the employee has another serious illness, injury or disability. Such serious illness, injury, or disability is defined as that requiring continuing treatment by a licensed physician for a period exceeding six (6) consecutive school days, one or more of which exceeds the regular sick leave allotment. These long-term illness days are noncumulative. Application for the additional days for long-term illness may be filed with the Human Resources Office when the need arises.

Long-term illness Days Schedule

First year – Thirty (30) Work Days Continuous Illness

Second year – Twenty (20) Work Days Continuous Illness

Third year – Ten (10) Work Days Continuous Illness

Use of Sick Leave for Child, Parent, Spouse or Member of the Immediate Household

Up to seven days of your own sick leave may be used by the employee to care for a sick child/step-child, parent/step-parent, spouse, or member of the immediate household.

Medical Emergency Leave (deducted from your sick leave bank)

- a. In the event of any one of the following occurrences, medical emergency leave is available as stipulated in paragraph b., below. A request for medical emergency leave must be submitted within three (3) business days of the occurrence of the event and include a written statement explaining the situation based on the criteria below. (Note that special circumstances will be considered in the submission deadline above.) If necessary, prior to final approval, the Human Resources office may request additional information from employees or other sources (such as health/medical personnel) verifying the need for this leave. The occurrences are:
 - (1) An emergency situation requiring medical attention.
Emergency is defined as: an unforeseen combination of circumstances or the resulting state that calls for immediate action.
 - (2) Any surgical procedure requiring general anesthetic, as needed, up to one (1) day.
 - (3) Critical illness (life threatening) situation.
- b. A leave of absence of up to five (5) contract days per contract year may be granted in case of a medical emergency of a member of the immediate family (employee's spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, including equivalent step family members, and any other member of the immediate household), and an additional five (5) contract days per contract year may be granted by the Human Resources Director. Not subject to grievance.
- c. Days used for medical emergency will be deducted from your sick leave bank.

Notification of Accumulation

Employees shall be given a copy of a written accounting of accumulated sick leave upon request.

Medical Leave for Doctor's Appointments

Medical appointments which are made during the regularly contracted or defined work day can be taken in fifteen minute increments.

Medical Leave

Sick leave usage in excess of six (6) successive days shall require medical documentation of the physical or mental disability necessitating such leave. The leave form shall designate the day the leave was to begin as well as an actual or projected date of return to work. If the employee is unable to return to work on the day designated, further medical documentation shall be required.

Leave forms shall be available in the Human Resources Office and should be returned there with the doctor's signature.

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