

4.1 - Sick Leave

4.1.1 Eligibility and Rate of Earning

- (a) **Full-time employees:** All permanent, full-time employees working or on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in any monthly pay period earn one sick day per month or the number of hours worked daily by a full-time employee in that class of work up to a maximum of eight hours.
- (b) **Part-time employees:** All permanent, part-time employees working or on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in any monthly pay period earn sick leave computed on a pro rata basis of the amount earned by a full-time employee in that class of work.

Permanent, part-time employees previously employed in a full-time position retain the balance of sick leave earned in the prior position upon transferring to a part-time position.

- (c) **Units:** Sick leave must be used in one-half days, whole days, or hours as determined for earning purposes by the local board. Only sick leave taken on an employee's workday shall be deducted from the employee's sick leave balance.
- (d) **Accumulation:** Sick leave may be accumulated indefinitely.

4.1.2 Purposes for Which Sick Leave May Be Used

Sick leave may be used for:

- (a) Any actual period of temporary disability caused by or contributed to by personal illness or injury, which prevents an employee from performing his or her usual duties. Sick leave due to pregnancy, miscarriage, abortion, childbirth, or postnatal recovery must be treated in the same manner as any other temporary disability. Sick leave may be used during the 60-day waiting period for short-term disability or in lieu of short-term disability benefits. Sick leave may also be used in lieu of workers' compensation to maintain 100% salary (see Section 9.2).
- (b) Up to 30 days of earned sick leave may also be used to care for a child placed with an employee for adoption. (These days should be consecutive and within the first 12 months following the adoption, unless otherwise agreed upon between the employee and the LEA administration.)
- (c) Medical appointments of the employee.
- (d) Illness in the immediate family (see Section 1.1.9) and medical appointments related to the illness that necessitates the employee's attendance.

- (e) Death in the immediate family (see Section 1.1.9).
- (f) The length of leave granted for illness or death in the immediate family is determined by the local administrative unit based on individual employee need.
- (g) Whenever possible, employees should give 30 days advance notice of plans to take sick leave for elective medical or surgical procedures or for childbirth.
- (h) Military caregiver may choose to exhaust available sick and/or vacation/bonus leave, or any portion, or go on leave without pay to care for an injured family member.
- (i) When necessitated by one of the qualifying exigency reasons, employee may use vacation/bonus leave, or any portion, or go on leave without pay. (See Section 8.2.2 - Qualifying Exigency Explanation)

4.1.3 Verification of Need for Sick Leave

The superintendent may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness or death in the family, or adoption.

4.1.4 Accumulation and Use During Summer Employment

Any employee who earned sick leave during the regular school term will continue to earn sick leave during the summer if employed in the same school system at least 20 hours per week, even if employed in a temporary or interim position for the summer. The rate will be pro rata if the summer employment is less than full-time. The employee may use sick leave during the summer for the same reasons permitted during the regular term.

4.1.5 Limitations on Sick Leave

Sick leave may not be used while on leave without pay or on holidays and annual vacation leave days scheduled in the school calendar. An absence covered by workers' compensation is not considered to be a leave without pay.

Sick leave may be used on any workday or student day including the first day employees in permanent positions report to work.

An employee who had previously earned sick leave may not use this leave while employed in an interim position of less than six months, a temporary position except as provided in Section 1.1.1, or a position of less than 20 hours per week.

4.1.6 Advancement of Sick Leave

An employee may have advanced to his or her credit at the beginning of each school year the number of days or hours of sick leave to which he or she is entitled for that school year. The local superintendent shall assume full responsibility for the decision to advance sick leave to an employee.