



5.302.1p

Sick Leave

Standard Operating Procedure Outline

<i>Category:</i>	Human Resources	<i>Department:</i>	Employee Benefits		
<i>Procedure:</i>	Sick Leave				
<i>Policy Reference # :</i>		<i>Version:</i>	1.0	<i>Date Revised:</i>	08/07/20

Operational Objective(s)

Sick leave is provided for all employees except temporary, part-time and seasonal employees.

"Sick leave" for exempt staff shall mean leave of absence from post of duty one-half (1/2) day or more because of illness of an employee due to natural causes or accident other than in line of duty, or illness or death of a member of the immediate family of an employee. ("Immediate family" shall include only the following: wife, husband, parent, parent-in-law, children, children-in-law, and any other person living in the home as a member of the family at the time.) Hourly employees on Kronos and hourly non-Kronos employees who do not require substitute coverage during their absences may take sick leave in hourly increments.

Procedure

Accrued sick leave may be granted for absences due to temporary disability of an employee caused or contributed to by pregnancy, miscarriage, childbirth, and recovery provided the cause of such temporary disability is certified by the attending physician as medically necessary.

Sick leave for employees shall be granted with full pay. This sick leave is earned at the rate of one-half (1/2) day per each ten (10) working days employed not to exceed twelve (12) days per fiscal year and shall be cumulative throughout the employment.

When a new certificated employee reports for duty, sick leave allowed for a fiscal year or fraction of a fiscal year, shall be available immediately except that whatever portion is used shall be charged to his/her annual sick leave. If the employee has left and has not accumulated the time advanced, it will be deducted from the last paycheck. New support employees must accumulate sick time prior to utilizing the benefit.

Death of any relative not a member of the immediate family to fourth degree of consanguinity or affinity shall entitle the employee to one (1) day's absence chargeable to sick leave.

A physician's statement must be filed at the end of each period of illness, if sick leave is more than six (6) consecutive workdays. If an employee is absent for 20 or more workdays, the employee is required before returning to duty to provide a physician's statement certifying that he/she is able to resume regular duties.

A department head / principal may require a physician's statement for any number of day's absence when in his/her opinion the sick day provision is being abused. If the department head / principal is uncertain whether the employee is able to perform the essential functions of the job, he / she may request medical certification that the employee can perform the job duties with or without reasonable accommodations.

No employee who is absent from work because of personal illness due to natural causes or accident, other than in-line-of-duty, will be allowed to return to work until that employee can resume his/her full-time duties, unless he/she is eligible for a telework or worksite accommodation

Quarantine within the home of the employee by legally constituted authorities, provided the employee cannot take up residence elsewhere, shall constitute grounds for absence from work without loss of pay and without loss of leave time allowed for any other purpose.

Before an employee is allowed to use and be paid for accumulated sick leave or any part thereof immediately prior to retirement, such employee shall furnish to the Human Resources Department a disability report and/or such other medical evidence and/or such other information as reasonably may be required by the Human Resources Department for the purpose of establishing the employee's sickness. The Board of Education may require additional medical or other evidence as it deems necessary and appropriate.

On the basis of such disability report, medical evidence, and/or information as the Personnel Department has assembled, the Board may determine whether or not the employee is entitled to use and be paid for his/her accumulated sick leave, in full or in part.

Performance Measure/Accountability

Continuous evaluation of procedure to ensure efficiency and compliance with all regulations.