

Policy No: 410.02
Approved: 3/9/2015
Revised:

CERTIFICATED EMPLOYEE SICK LEAVE

Sick leave allowance shall be available for all regular certified staff. Teachers shall be allowed up to eight (8) days of sick leave in a school year.

Sick leave shall be cumulative to thirty-five (35) days at the rate of eight (8) days per year. Sick leave shall be for injury or illness, serious illness in the immediate family, or death in the immediate family. Immediate family includes spouse, mother, father, brothers, sisters, children, grandparents, and grandchildren.

An employee appointed after the beginning of the school year shall be entitled to sick leave days directly proportional to the number of days of service on the basis of eight (8) school days of sick leave per school year. Sick leave will be prorated for part-time teachers.

Teachers shall complete written documentation of sick leave upon return to work.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the personal illness leave of such employees shall be followed.

Should the personal illness occur after or extend beyond the sick leave accumulated allowance, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee shall comply with the board policy regarding family and medical leave.

Cross Reference: 404.02 Employee Injury on the Job
410.03 Certificated Employee Family and Medical Leave
410.08 Certificated Employee Unpaid Leave