

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Personnel Illness/Sick Leave

Code Number: 404.1

The District provides sick leave benefits for its full-time and certain part-time employees. For employees covered by a negotiated contract, the number of days provided are noted in such contract. Employees not covered by a negotiated contract are provided sick leave benefits as follows:

- 12 month employees — 17 days cumulative to a maximum of 130 days plus the current year
- 11 month employees — 16 days cumulative to a maximum of 130 days plus the current year
- 10 month employees — 15 days cumulative to a maximum of 130 days plus the current year

Sick leave is considered a benefit to be used when an employee is unable to perform his/her job due to a personal illness. In certain situations, sick leave may also be used for a dependent's illness but only within certain limits.

Employees may be required to provide a doctor's statement to their supervisor substantiating the illness. Employees may also face disciplinary action should their sick leave usage be excessive and not due to a long-term illness.

Maternity leave is treated the same as sick leave except when an employee requests additional time under the Family Medical Leave Act (FMLA). Additional time under FMLA beyond what is medically necessary is not compensated.

First Adoption: January 10, 1984
Revision Adoption: February 14, 1995/April 24, 2001
Legal Reference: