

SICK LEAVE

Purpose

The purpose of sick leave utilization shall be for physical and/or mental disability absences which are medically necessary and caused by illness, injury or quarantine.

Eligibility

For each year of service, every full-time management and confidential employee shall be entitled to one day per month assigned, up to 12 days, for absence due to personal illness or injury with full-pay whether or not the absence arises out of or in the course of employment. If an employee does not take the full amount of leave allowed in any school year, the amount not taken shall be accumulated from year to year. A regular part-time management or confidential employee is entitled to a prorated amount of sick leave.

Management and confidential employees shall have the right to utilize sick leave for absences due to disabilities caused or contributed to by pregnancy, miscarriage or childbirth provided that the employee must have been in paid status on the working day immediately preceding the disability. Pregnancy disability must be verified in writing by a medical doctor. Such sick leave shall not be used for child care, child rearing, or preparation for child bearing, but shall be limited to those disabilities as set forth above.

Additional Sick Leave Benefits for Extended Service

In addition to such amounts of sick leave as specified above, the Governing Board grants additional amounts of sick leave as a reward for continuous, satisfactory service as follows:

1. Each employee who shall have served the district for a period of 10 consecutive years shall be credited, on a one-time basis, with 20 days of additional sick leave at the beginning of the employee's 11th year of service in the district.
2. Each year thereafter the employee shall be credited with two additional days of sick leave at the beginning of the work year.
3. Years of consecutive service for purposes of allotting this benefit shall be determined in the same manner as years of experience are determined for placing employees on the salary scheduled.

Extended Partial Payment Sick Leave

If a management or confidential employee is absent from duties of illness or accident for a period of five school months or less during any one school year, the employee shall receive 50 percent of the regular salary during the period of such absence.

SICK LEAVE (continued)

Extended partial payment sick leave can be utilized only after the exhaustion of all accumulated full-pay sick leave.

Management and confidential employees requesting extended partial payment sick leave must present a written request for such leave on district forms and statement from a medical doctor detailing the need for the leave to the district Personnel Department. The Board reserves the right to request additional physical examination if this appears to be warranted.

Verification of Absences

Upon request by the Superintendent or designee, a management or confidential employee shall be required to present a statement from a medical doctor verifying personal illness or injury and/or authorization to return to work following illness, injury or surgery.

Notification Procedure When Administrators are Absent from School Site

Background

It is important that each school site has adequate certificated supervision. At times, a principal and a vice principal may be absent from a school at the same time. It is important that district administration be informed when a school is without a principal and vice principal so district administration may provide necessary support when needed.

Please implement the following procedure:

1. The principal should assure that the Superintendent's office is informed when both the principal and vice principal are absent from work or out of the district on official business.
2. The Superintendent's office should be informed on a daily basis that a school is without a principal and vice principal when the absences continue beyond the first day.
3. When an administrator returns to work at the school, the Superintendent's office should be notified.