

SICK LEAVE PROCEDURE**SECTION 4.19****Original Date: October 15, 2015****Revised Date: March 23, 2017****Approved by: Executive Director** **PROCEDURE:**

Employees shall begin accruing sick leave after the instructional period has been completed. The amount of sick leave a full-time employee accrues is 3.69 hours per pay and part-time employee's accrual time is prorated based on the hours worked. Sick leave benefits shall not be accumulated for more than 520 hours. Current employees with accumulated sick leave benefits in excess of 520 will be allowed to utilize those hours/days but will not accumulate further hours/days until their sick leave falls below 520 hours.

- 1) Accumulated sick leave shall be paid to the employee for the following reasons:
 - a) To care for a member of the employee's immediate family. Immediate family is defined as mother, father, spouse, children, mother-in-law, and father-in-law. "Spouse" means husband or wife. "Children" means a biological, adopted, or foster child, a step child, or a legal ward who is either under age 18 or age 18 or older and incapable of self-care because of mental or physical disability or having an injury causing a mental or physical impairment as defined by a medical professional. Sick leave for a child older than 18 may be granted if there is no one else available to assist them. The Executive Director may approve sick leave to care for a grandchild, brother, or sister if the individual is suffering from a serious injury or illness as defined by a medical professional and has no one else that can assist them.
 - b) For the birth of a child and to care for the newborn (including both mother and father). Grandparents may use up to two days of sick time for the birth of a grandchild.
 - c) For the placement with the employee of a child for adoption or foster care.
 - d) Illness or injury of the employee.
 - e) Medical, dental, or optical examinations or treatment of an employee or of a member of the employee's immediate family as defined above.
 - f) Care for a member of the employee's immediate family as defined above afflicted with a contagious disease and requiring the care and attendance of the employee or when through exposure to a contagious disease, the presence of the employee at his/her job would jeopardize the health of others.
- 2) Should an employee wish to use sick leave to receive pay for any absences the employee has several responsibilities:
 - a) To contact the Agency and speak with his/her supervisor and give the reason for the absence and expected period of the absence. If hospitalized and unable to make contact, the employee must ensure the contact is made by another person. Supervisors should be very clear in their expectations to staff how to call in if it be by phone, text, or other means.

- b) A certification from a licensed physician stating the nature of the illness may be required to justify the use of sick leave. Falsification of documentation will be grounds for disciplinary action. A doctor's excuse will be required if an employee is absent more than three consecutive days. Patterns of absence i.e. repeated absences of Friday or Monday, are valid reason for denial.
- 3) Sick leave is a benefit necessary so that employees do not lose income. However, sick leave is not to be used as vacation time. Supervisors shall monitor sick leave closely to ensure it is not abused. Sick leave can be taken for doctor and dental appointments but should only be used for the time of the appointment. Employees are required to return to work as soon as practicable and should schedule appointments to minimize sick leave when possible.

40 hours of unexcused leave will be considered excessive and anything beyond 40 hours will require a statement from a physician. Supervisors are required to monitor the use of sick leave and counsel staff if leave becomes excessive.

Employees who do not use sick leave will receive a \$25 gift certificate at the end of each quarter of the year.

Employees shall be expected to use paid sick leave when utilizing FMLA leave.

Employees are not paid for unused sick leave upon termination of employment.