

Leaves of Absence

Sick Leave

Classified employees who regularly work twenty (20) hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. Each such employee shall be granted sick leave with full pay of one (1) day as projected for the employment year for each month of service in which he/she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” shall mean the employee’s spouse and children residing in the employee’s household. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

Accumulation of unused sick leave

Employees may accumulate up to ninety (90) days of unused sick leave. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system.

Bereavement Leave, Personal Leave, and Professional Leave

A certified employee shall be eligible for bereavement leave, personal leave, or professional leave as stated in the terms of the current collective bargaining agreement. Classified employees will be approved for bereavement leave, personal leave, or professional leave by the administration on a case by case basis.

Legal Reference: 42 USC 2000e	Equal Employment Opportunities
I.C. § 33-1216 et seq.	Sick and other leave
I.C. § 33-1228	Severance allowance at retirement

Policy History:

Adopted on: April 20, 2009

Revised on: