

CERTIFICATED EMPLOYEE PERSONAL ILLNESS LEAVE

Certificated employees shall be granted ten (10) days of sick leave. Sick leave may be accumulated up to a maximum of fifty (50) days.

Sick leave shall be used in the event of an employee illness/injury or an illness/injury to any member of a teacher's immediate family requiring the personal attendance of that teacher. (Immediate family is defined as wife, husband, son, daughter, mother, father, sister, brother, grandparent, grandchild, parent of spouse, son-in-law, daughter-in-law or child of spouse.) A standard personal sick leave form shall be filled out upon returning stating the reason for the absence.

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. Teachers shall take days without pay equal to 1/185 of their contracted salary for each day they are absent in excess of their allotted time.

Sick bank time may be applied for after the employee has used all the time available to them (excluding bereavement and professional days) should a catastrophic event occur. Approval for use of the sick bank will be by the discretion of the superintendent.

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.

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.

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