

**EMPLOYEE SICK LEAVE**

Sick leave is a benefit to be used only in the case of actual illness or injury that prohibits employees from performing their duties. Sick leave may be used if an employee is absent due to the illness of an immediate family member. Immediate family member is defined as a spouse, child, or parent. Any exceptions to this policy may be appealed to the superintendent.

All sick leave restrictions will comply with the requirements of the Family Medical Leave Act, when appropriate.

Although it is incumbent on each employee to strive for a goal of no absences, the school board recognizes the right of employees to the legitimate use of sick and injury leave benefits. There is no intent to deny employees access to those benefits when warranted. The school board has the right to expect regular attendance of our employees and can take corrective action for excessive absenteeism.

Every employee is required to report his/her absence to his/her building administrator no later than the time established by the building administrator.

The school board and/or designee reserves the right to ask for a doctor's certificate of illness or disability, or require employees to submit to a medical examination by a qualified physician selected by the school board. In the event a doctor's certificate of illness is requested, any associated costs will be borne by the employee. The school board may further require a secondary or tertiary opinion from a qualified physician. The cost of a second and/or tertiary opinion will be at the school board's expense.

While absent due to personal illness, employees continue to accrue sick leave credit as long as they are receiving sick leave or vacation pay.

Any unused current or accumulated sick leave is automatically cancelled when employees terminate their employment with the school district. An employee, who terminates his/her employment voluntarily or involuntarily, derives no monetary benefit at the date of termination from any unused accumulated sick leave. Employees, unless stated otherwise in a collective bargaining agreement, accrue sick leave days only at the end of a full work month. Employees are not paid for sick leave prior to actually earning the day.

Sick leave days are only recorded as either one-half day or full day when used.



Any employee who, while working at a second job and becomes injured, will not have the availability of utilizing the school district's sick leave for time missed from work due to the injury.

Any abuse of the sick leave policies may result in disciplinary action.

Adopted 2001

