

All full-time employees, professional and classified, shall accrue sick leave at the rate of approximately one (1) day per month with the balance of days being available up front (3 days for nine-month employees, 4 days for ten, eleven, and twelve-month employees).

Employees may accrue the following number of sick leave days annually, accumulative to the maximum number of days specified:

Nine-month employees (180 – 199 days): 12 days annually, accumulative to 90 days

Ten-month employees (200 – 219 days): 14 days annually, accumulative to 95 days

Eleven-month employees (220 – 239 days): 15 days annually, accumulative to 100 days

Twelve-month employees (240+ days): 16 days annually, accumulative to 105 days

Employees employed for less than nine-months or on a part-time basis shall have their leave accrual prorated.

Immediate supervisors will oversee absences.

In the event that the absences of an employee exceed the number of sick leave days accumulated to date, a salary deduction equal to the amount of time of the absence shall be made for each day of absence beyond the accumulated number of sick days. The pay deduction shall be reflected monthly.

“Sick leave” is defined as the absence of the employee because of:

- a. personal illness or injury
- b. illness of an immediate family member
- c. death of relatives of the employee or spouse
- d. birth and first-year care of a child
- e. adoption or foster placement of a child (for one year following the date of adoption or placement)

Use of sick leave due to the employee’s own serious health condition; to care for an immediate family member; due to childbirth and/or infant care; or due to placement of a child with the employee for adoption or placement of a child with the employee by a state agency for foster care, as described in the Family and Medical Leave Act (FMLA) policy, shall be considered use of FMLA.

Use of such leave shall be subject to the requirement of the District's FMLA policy regarding medical certification, and of the policy regarding substitution of paid sick leave for Family and Medical Leave.

Where sick leave is foreseeable based upon planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the District. In addition, in the case of foreseeable leave, the employee shall provide the District with no less than 30 days notice, before the date the leave is to begin, of the employee's intention to take leave for a serious health condition under the sick leave and FMLA policies. If the employee is unable to provide 30 days notice, the employee must provide as much notice as possible.

Use of sick leave due to the death of relatives who are not defined as immediate family of the employee or spouse shall not be considered use of FMLA. Such absences shall, however, be counted against the total days of sick leave available to the employee through District policy, as per provisions duly adopted by the Board.

When an employee of the District indicates in writing his/her intention to retire and submits documentation that he/she has applied for retirement benefits under the provisions of the Educational Retirement Act (ERA), the employee shall be compensated for unused sick leave accumulated upon retirement or at the end of the current contract. The rate of compensation shall be twenty (20) dollars per day up to a maximum of 105 days as determined by the employee's current contract.

The payment of the sum due shall be made within 60 days of the final date of employment. All applicable taxes and deductions shall be withheld from the check issued.