

SUPPORT STAFF PERSONAL ILLNESS LEAVE

All full time employees and bus drivers are granted five days for illness per year. Support staff personnel may not accumulate additional sick leave that would create a total available sick leave at any time beyond the five days.

Immediate family illness shall be counted the same as personal illness, and shall be deducted from the five days granted non-certified personnel. A new employee shall report for work at least one full work day prior to receiving sick leave benefits.

Leave for legal business shall be treated the same as personal leave.

A non-certified employee that has sick leave or personal days accumulated within a year may use those days already accumulated. When the employee leaves the employ of the school all salary and fringe benefits shall cease.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: 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 and 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 board policy regarding family and medical leave.

If an employee is eligible to receive workers' compensation benefits, the employee shall contact the building principal to implement these benefits.

Legal Reference: 26 U.S.C. §§ 2601 et seq. (Supp. 1994)
29 C.F.R. Pt. 825 (1996).

Cross Reference: 404.02 Employee Injury on the Job
415.03 Support Staff Family and Medical Leave
415.08 Support Staff Unpaid Leave

Approved _____ Reviewed _____ Revised _____