

PROFESSIONAL / SUPPORT STAFF SICK LEAVE

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include:

Spouse	Grandparents
Children	Grandchildren
Parents	Like relations created by marriage
Siblings	(e.g., stepchild, father-in-law, et cetera)

Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner, with verification required if requested by the Superintendent. The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of sick leave is appropriate or 2) whether return to duty is appropriate.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on nonduty days.

Each eligible staff member shall be credited with a sick leave allowance up to ten (10) or twelve (12) days, determined by the number of months employed:

Twelve (12) month employment -----	twelve (12) days
Ten (10) month employment -----	ten (10) days

Each new eligible employee will be awarded a one (1) time five (5) day advance of sick leave on the first (1st) day of the first (1st) contract. Beginning with the sixth (6th) month of employment, the employee will be granted one (1) additional day per month to the maximum allocation of sick leave allowed as determined by the number of months employed as specified above.

With the exception of the new employee's five (5) day allocation, sick leave must have been granted by monthly allocation before it may be used. The unused portion of such allowance shall accumulate to a maximum of one hundred twenty (120) days, at which time no more sick leave can be earned.

As accumulated sick leave days are used and drop below one hundred twenty (120) days, an eligible employee may again accumulate sick leave up to the maximum limit.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

Sick leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

A staff member who is or will be the father or the grandparent of a newborn child will be allowed two (2) days of sick leave for the birth. In the event of medical complications, more than two (2) days of sick leave may be allowed.

Upon request, the staff member shall inform the Superintendent of the following:

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

Compensation for Unused Accumulated Sick Leave Upon Retirement

Unused accumulated sick leave, to a maximum of sixty (60) days, shall be compensated upon retirement, provided the employee has been employed by the District for a minimum of ten (10) years. The rate of compensation shall be at the substitute teacher daily pay rate in effect at the time of the eligible employee's retirement.

**Compensation for Unused
Accumulated Sick Leave
Prior to Retirement**

An employee who has accumulated at least forty-five (45) days of unused sick leave may request compensation for all of the employee's unused accumulated leave in excess of forty (40) days granted during the current fiscal year. Such request shall be made to the Superintendent not later than March 15. The rate of compensation for each day of leave shall be one-half (1/2) of the then current substitute teacher daily pay rate. All such transactions shall be final. Unused accumulated sick leave days for which the employee has been compensated are no longer available for use by the employee. Disbursement of compensation for eligible unused accumulated excess sick leave will, at the District's discretion, be made either prior to June 30 of the fiscal year during which the employee made the request, or in the month of July of the fiscal year immediately following. Eligible unused accumulated sick leave granted during the current fiscal year for which an employee has not requested reimbursement will carry forward as unused accumulated sick leave to the maximum amount allowable by District policy and will be compensated only at the time of the employee's bonafide retirement or voluntary termination of employment in good standing.

An employee who voluntarily terminates District employment in good standing prior to a qualified retirement may request compensation for all eligible unused accumulated sick leave at the then current substitute teacher daily pay rate, providing the employee's notice of voluntary separation was submitted in accordance with District policy. An employee who is involuntarily terminated, or who otherwise separates from District employment in a manner contrary to District policy, will not be compensated for unused accumulated sick leave. The compensation for unused accumulated sick leave will, at the District's discretion, be made either prior to June 30 of the fiscal year during which the employee made the request, or in the month of July of the fiscal year immediately following.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-187
15-502

CROSS REF.: GCBA - Professional Staff Salary Schedules