

Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of EMPLOYEE SICK LEAVE
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## 3432 - **EMPLOYEE SICK LEAVE**

### **Sick Leave Earned**

- A. Teachers and Calendar Year Employees: Each employee shall receive a maximum of twelve (12) days of paid sick leave per contract year. For calendar year support staff, days will be converted into hours based upon the employee's regularly scheduled shift.
- B. School Year Employees: Each employee regularly scheduled to work 20 hours per week or more shall receive a maximum of ten (10) days per school year. Days will be converted into hours based upon the employee's regularly scheduled shift.
- C. Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year (beginning July 1) is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.

### **Sick Leave Use**

- A. Sick leave shall be paid for any absence from work due to the:
  - 1. Personal illness, injury or serious health condition of the employee;
  - 2. Illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition as set forth in Wisconsin Administrative Code section PI 11.02(23) (Examples of a handicapping condition are: Cognitive disability, learning disability, autism, etc.)
  - 3. Serious health condition of a spouse, child, domestic partner or parent. Year is defined as "January 1 through December 31" which shall be the same as the year defined for the purposes of the federal family and medical leave act.
  - 4. Medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours.
- B. Definitions: the following definitions apply under this section:
  - C. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition. For the purposes of section sick leave use, all definitions in this paragraph apply except for age eighteen (18).
  - D. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse or domestic partner.
  - E. Spouse: means an employee's legal husband or wife.
  - F. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
    - 1. Inpatient care in a hospital, nursing home, or hospice.
    - 2. Outpatient care that requires continuing treatment or supervision by a health care provider.
  - G. Domestic Partner: means a relationship between two (2) individuals that satisfies all of the following:

1. Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract.
2. Neither individual is married to, or in a domestic partnership with, another individual.
3. The two (2) individuals are not related by blood in any way that would prohibit marriage under § 765.03, Wis. Stats.
4. The two (2) individuals consider themselves to be members of each other's immediate family.
5. The two (2) individuals agree to be responsible for each other's basic living expenses.
6. The two (2) individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
  - a. Only one of the individuals has legal ownership of the residence.
  - b. One or both of the individuals have one or more additional residences not shared with the other individual.
  - c. One of the individuals leaves the common residence with the intent to return

#### **Sick Leave Accumulation**

Sick leave for employees will accumulate for full-time and part-time employees to a maximum of ninety days (90) for teachers and 100 for support staff.

The Board shall pay \$35.00 for each day of unused sick leave accumulated over 90 days for teachers and 100 days for support staff. All payments will be made at the end of the school year, but no later than June 30. For each teacher who has completed twenty (20) years of service to the district, the Board shall pay for each day of unused sick leave, upon retirement, an amount of \$40.00 per day, up to 90 days. For support staff who have completed twenty (20) years of service to the district, the Board shall pay for each day of unused sick leave, upon retirement, an amount of \$30 per day, up to 100 days

#### **Sick Leave and Long-term Disability**

In the event an employee becomes eligible for benefits under the District's long term disability insurance program, the employee will no longer receive paid sick leave. The District will pay for the cost of the employee's current health insurance premium for up to 12 months once the long-term disability benefit begins. ~~for up to 24 months~~

#### **Reporting Procedure - Doctor's Certificate**

Except in an extreme emergency, each employee shall be required to inform his/her supervisor prior to, or within two hours of his/her normal daily starting time of his/her need to be absent for one of the reasons stated in 9.02 above. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism

#### **Holidays during Sick Leave**

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

Last Modified by Jennifer Hagemann on April 22, 2019