

# **2019-2021 TERMS AND CONDITIONS FOR LAUNDRY WORKERS**

## **Section 1. Sick Leave:**

Subd. 1. A sick leave allowance of 8 hours for each month of service proportionate to 37 1/2 hours work week. Example: 18.75 hours per week equals 4 hours of sick leave a month.

Subd. 2. Unused sick leave may accumulate to a maximum credit of 220 hours.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability which prevented attendance and performance of duties on that day or days.

Subd. 4. The School District may require an employee to furnish a medical certificate from a qualified medical service as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School Board. In the event that a medical certificate is required, the employee will be so advised.

Subd. 5. Sick leave allowed shall be deducted from the sick leave balance earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Section 2. Bereavement and Family Illness Leave: Five (5) days, non-accumulative, deducted from sick leave, will be granted each year for non-personal illness or bereavement.

Section 3. Personal Leave: Up to three (3) non-accumulative personal leave days with pay and deducted from sick leave.

Subd. 1. Requests for personal leave must be made in writing to the Superintendent or his/her designee at least two (2) days in advance and do not need to state reason (s). In emergencies, leave may be requested via telephone.

Section 4. Jury duty: per state law.

Section 5. Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by the insurance will be deducted from the sick leave balance. That fraction of the days covered by insurance is not eligible for accrual of sick leave.

Section 6. Holidays - Four (4) paid holidays. Thanksgiving, Christmas Day, New Year's Day, and 1 day during Spring Break. If no Spring Break is taken, another day will be designated as the holiday.

Section 7. 15 Step Pay Equity Matrix A11 Band