

3.0411.02 Sick Leave

Existing Policy

3.0411.02 SICK LEAVE

Issue Date: 9/12/96 Updated: 11/14/19

All ~~contracted~~ employees will receive 1.1 sick days per month until a maximum of ninety (90) days has been accumulated. ~~Contracted~~ employees who have more than ninety (90) days of unused/accumulated sick leave will be paid at the rate of substitute pay for each day of unused sick leave over ninety (90). The number of days to be paid will be determined three (3) weeks after the end of the current school year. ~~Career~~ employees who terminate employment with the District will not be paid for unused sick leave under any circumstance except upon retirement in the Utah State Retirement System, and after completing six (6) years within the District. Under these conditions an employee will receive one hundred percent (100%) of his/her unused sick leave as severance pay at the rate of substitute pay.

Employees are permitted to use sick leave for:

1. Personal illness
2. Death of an employee's spouse, child, parent, brother, sister, son-in-law, daughter-in-law, parents-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchildren, aunts, and uncles or significant other as approved by the building principal and/or the Superintendent.
3. For emergency situations involving employees spouse, children, parents, or parents-in-law for the following reasons:
  - A. Hospitalization
  - B. Serious illness
  - C. Medical treatment
  - D. Legal commitment (other than jury duty or guard duty) i.e. subpoenaed to court.
4. Contracted Employees may request up to twenty (20) days additional sick leave for newborn baby care. All accrued personal days must be used before this leave can be granted. Accrued sick leave may be saved for future needs. All costs incurred by this leave will be paid by the employee through an actual substitute cost reduction in salary.

Recommended Policy

3.0411.02 SICK LEAVE

Issue Date: 9/12/96 Updated: 11/14/19

All **benefited** employees will receive 1.1 sick days per month until a maximum of ninety (90) days has been accumulated. **Benefited** employees who have more than ninety (90) days of unused/accumulated sick leave will be paid at the rate of substitute pay for each day of unused sick leave over ninety (90). The number of days to be paid will be determined three (3) weeks after the end of the current school year. **Benefited** employees who terminate employment with the District will not be paid for unused sick leave under any circumstance except upon retirement in the Utah State Retirement System, and after completing six (6) years within the District. Under these conditions an employee will receive one hundred percent (100%) of his/her unused sick leave as severance pay at the rate of substitute pay.

**Benefited employees who leave the district without retiring, will have their sick days reinstated, in full, if they resume benefited employment with the district within 5 years of leaving.**

Employees are permitted to use sick leave for:

1. Personal illness
2. Death of an employee's spouse, child, parent, brother, sister, son-in-law, daughter-in-law, parents-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchildren, aunts, and uncles or significant other as approved by the building principal and/or the Superintendent.
3. For emergency situations involving employees spouse, children, parents, or parents-in-law for the following reasons:
  - A. Hospitalization
  - B. Serious illness
  - C. Medical treatment
  - D. Legal commitment (other than jury duty or guard duty) i.e. subpoenaed to court.
4. Contracted Employees may request up to twenty (20) days additional sick leave for newborn baby care. All accrued personal days must be used before this leave can be granted. Accrued sick leave may be saved for future needs. All costs incurred by this leave will be paid by the employee through an actual substitute cost reduction in salary.