

SICK LEAVE

Every certificated employee working ~~five school days each week~~ full time is entitled to one and one-third days of sick leave ~~for each~~ calendar month ~~or major portion of a calendar month worked~~. Such leave for employees working less than ~~five days per week~~ full time shall be proportionately less. Unused days of sick leave shall be accumulated from year to year without limitation.

The Superintendent or designee shall establish procedures for reporting and verifying such absences.

Teachers are subject to disciplinary action, up to and including termination, for misusing sick leave, including providing ~~the district~~ false information regarding the use of, or need for, sick leave.

Certificated employees may transfer accumulated sick leave between districts and the Department of Education and Early Development. Employees are responsible for initiating a transfer of sick leave credits within 90 days of employment.

(cf. 4161.4 – Family and Medical Leave)

Sick Leave Bank

The School Board authorizes the establishment of a sick leave bank to provide teachers and administrators sick leave benefits in unusual circumstances. Teachers may draw up to twice the number of days leave accumulated personally before the first day of school up to a maximum of 24 days. The Board may grant additional leave in cases of severe illness or external hardship.

Legal Reference:

ALASKA STATUTES

14.14.105 Sick leave bank

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

14.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 15.040 Sick leave

4 AAC 15.900 Definitions

[FAMILY AND MEDICAL LEAVE ACT, 29 U.S.C. 2601 et. seq.; 29 CFR Part 825, amend. 2008](#)

(Revised 3/22/02)

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After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to the immediate supervisor.

The district may additionally require written verification by the employee's doctor or practitioner. Such verification may be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury. Chronic absenteeism may be indicated when an employee has exhausted the entire ten-day sick leave benefit during three or more of the past five years.

At its expense, the district may require an employee to visit a physician selected by the district in order to receive a report on the nature and severity of an illness or injury. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee, after giving notice to the employee, may deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from a doctor stating that the employee is able to return and stipulating any recommended restrictions or limitations. The district may, at district expense, require the opinion of a physician chosen by the district.

Employee Notifications of Absence

Employees shall notify the district of their need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall again notify the district of the need for a substitute. If the duration of absence is unknown or becomes shorter than estimated, the employee shall notify the district of the intent to return by at least 3 p.m. of the working day preceding the day employee returns. If failure to so notify the district results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.