

At the beginning of each new employment year and thereafter as necessary during the employment year, the Board of Trustees of Minidoka County Joint School District No. 331 shall grant each full time employee sick leave with full pay of one (1) day, as projected for the employment year for each month of service in which they work a majority portion of that month. Such leave shall be consistent with Idaho Code 33- 1216 (a), which indicates that the days of sick leave may be calculated and awarded "as projected" consistent with the District's contracts as developed.

**Definitions for this Policy:**

1. "Full Time Employee" in this policy refers to:
  - a. Certified: Any certified employee who works half time or more per week for the District.
  - b. Non-Certified: Any classified employee who regularly works twenty (20) or more hours per week for the District.
2. "Employment Contracts" and "Work Agreements" in this policy refer to:
  - a. A regular school year contract or work agreement, and
  - b. Any supplemental or extra duty contract that is scheduled by the number of days to be worked, either full or partial days.
3. "Day of Sick Leave" - The day of sick leave granted will be consistent with the length of the employee's regular work day whether it is for eight (8) hours or less per day.
4. "Sick Leave" is defined as personal illness. Sick leave may be taken to assist in the recovery of the husband, wife, significant other, or the mother, father, son, daughter, brother, sister, grandfather, grandmother or grandchildren of either the employee or his/her spouse or significant other.

**Provisions:**

The following provisions are to assist in the administration of this policy:

1. Certified Employees:
  - a. Sick leave shall be calculated by the day, or percentage thereof (based on their FTE), as defined in their individual employment contract.
  - b. Sick leave shall be used in either half day or full day increments.
2. Non-certified Employees:
  - a. Sick leave shall be calculated proportionate to the average hours per day (as outlined in their work agreement).
  - b. Sick leave shall be used in increments of quarter of an hour.
  - c. Salaried non-certificated employees shall use sick leave in either half day or full day increments.
3. An employee employed for a portion of the year will have the number of days adjusted to the time worked.

4. While an employee may be awarded the projected days of sick leave, should he/she terminate employment prior to the anticipated time shown on the contract, the number of days actually provided to the employee will be only those for which he/she qualifies.
5. There shall be no limit on the number of days of sick leave accumulated. The accumulated sick leave shall be reportable under Idaho Code 33-1228 for an employee retiring after July 1, 1988.
6. Returning retired PERSI employees may accumulate leave beyond the school year for use in subsequent consecutive school years with the District. No sick leave accrued for returning retired employees shall qualify for the unused sick leave benefits nor be reimbursed.
7. For a new employee to be entitled to sick leave for the current year, the employee has to perform service under his/her present contract or work agreement. In the event an employee is ill in excess of the accumulated sick leave, a deduction of one contract day in salary will be made for each day of illness in excess of that allowance.
8. Approval by the principal or supervisor is required.
9. The employee may be required to provide proof of illness after three consecutive days of illness. Abuse of this policy by an employee may be cause for dismissal.
10. Employees are permitted to donate their own sick leave days to a specific employee in need by filling out a Designation Form, designation the number of days the employee would like to donate to the employee (just like donating to the sick leave bank). The day(s) will be donated to the receiving employee from the donating employee and not placed in a pool. Any sick day(s) donated must be taken and posted during the current and same pay period in which the days will be used. All PERSI regulations will apply.
11. Employees have the right beyond this policy to apply for Family Medical Leave in accordance with FMLA guidelines as outlined in Policy #544.20 Family Medical Leave Act of 1993.



**LEGAL REFERENCE: Idaho Code 33-1228, 33-1216(a)**

**ADOPTED: October 17, 1988**

**AMENDED/REVISED: February 27, 1996; October 2, 1996; July 1, 1997; June 3, 1998; July 15, 2002; May 17, 2010; July 18, 2011; June 20, 2016; November 21, 2016; June 19, 2017**