

PROFESSIONAL / SUPPORT STAFF SICK LEAVE

Please note the supplemental sick leave program referenced in this policy has been suspended.

Definition

The term *personal illness* includes pregnancy, childbirth, abortion, and other related medical conditions, and all conditions described as "Family Illness; Quarantine" set forth below.

Eligibility

All instructional and other certificated personnel may use any or all accrued sick leave in approved cases, or in substitution for family and medical leave when such leave is taken because of an eligible employee's own serious health condition that renders the employee unable to perform the functions of the assigned position or the serious health condition of the employee's spouse, child, or parent, in accordance with Policy GCCCA (Family and Medical Leave Act [FMLA]). If an employee elects to substitute paid sick leave for family and medical leave in accordance with Policy GCCCA restrictions on the use of paid sick leave set forth in this policy that are contrary to those set forth in Policy GCCCA shall not apply. An employee electing such substitution need only comply with any notice requirements applicable to the use of paid sick leave, and not with the more stringent notice and certification requirements set forth in Policy GCCCA, unless the employee's paid leave period is followed by a period of unpaid family and medical leave. The limitations on the use of sick leave applicable to employees who have abortions shall remain applicable to the substitution of paid sick leave for family and medical leave taken in accordance with Policy GCCCA.

Earned Sick Leave

Sick leave shall be earned by eligible employees at the rate of one (1) day per month up to a maximum of seven (7) days per contract year. Any new employee or an employee who has accrued less than five (5) days of sick leave from previous years shall, for the purposes of any personal illness during the first five (5) months of any contract year, be deemed to have already earned those first five (5) days of sick leave. If an employee uses those five (5) days of sick leave but does not subsequently earn them, and if employment with the District is terminated for any reason, the District shall not be entitled to recover for those used sick days. In an instance when an employee in this category shall begin the term of service with the District after the beginning of the school year, the length of sick leave for that year shall be prorated according to the months remaining in the school year.

Sick leave may be taken only in increments of one-half (1/2) or one (1) whole day.

Acquisition of sick leave is based upon a full-time eight (8)-hour day. Eligible employees working on any other work schedule will be credited sick leave that shall be computed at the same ratio that the number of employed hours bears to full-time employment.

Automatic Accrual

One (1) day of sick leave will be "earned" by the fifteenth (15th) day of each month up to the limit of the accrual allowed eligible employees. To earn one (1) day of sick leave, an employee must work or be on paid leave for at least seventy-five percent (75%) of the regularly scheduled working days in the calendar month.

To ensure that the computer method used does not constitute a gift of public funds at any time, the payroll department will be responsible for making upward and downward adjustments as needed depending upon the anniversary date of the individual employee.

Supplemental Sick Leave

When sick leave has been exhausted and an employee in this category experiences additional loss of time due to personal illness, such employee may use any supplemental sick leave that the employee has accrued, and the employee shall thereby receive the difference between the employee's salary and the daily established substitute's salary times the number of days absent.

Supplemental sick leave may be used for a period not to exceed thirty (30) school days per contract year.

The accumulation of these thirty (30) days shall not be carried from one (1) year to the next.

Supplemental sick leave is earned at the rate of three (3) days per month. The days of supplemental sick leave will be considered earned after the employee has worked not less than eighty-five percent (85%) of the regularly scheduled working days in the calendar month.

Deductions upon Exhaustion of Sick Leave

A nonexempt staff employee will not be paid for hours that such employee is absent from work due to personal illness, once the employee has exhausted the employee's total earned sick leave, supplemental sick leave, and allotted personal leave.

When an exempt staff employee has exhausted the employee's total earned sick leave, supplemental sick leave, and allotted personal leave, the District may deduct pay from such employee's salary for the time of the employee's absence in excess of the employee's earned sick leave, supplemental sick leave, and allotted personal leave.

Unpaid Extended Leave

An employee who has used the total allowed paid sick leave may be placed on an unpaid extended leave of absence status by applying for such leave in accordance with Policy GCCC, Professional Staff Leaves of Absence without Pay.

Sick Leave Accrual

Eligible employees may accrue unused paid sick leave at the rate of eight (8) days per contract year, as set forth above. There is no limit to the amount of sick leave that may be accrued. Accrued sick leave may be accumulated from year to year.

Upon retirement, resignation, or termination for inadequacy of classroom performance or other cause, the District will pay for all unused sick leave at the rate established by the Governing Board for such purpose.

The procedure for payment of unused sick leave will be as set forth in the fringe benefit schedule for certificated employees. Due to the nature of this program, employees who seek voluntary resignation, after accepting their contracts and prior to working during the contract year, will not be eligible for the option.

Approved Sick Leave

Eligible employees may be granted sick leave when they are unable to perform their duties because of personal illness, injury, or because they must be absent from work for the purpose of obtaining health-related services not available before or after regular working hours.

Approved Absence without Pay

With approval by the supervisor, employees not eligible for sick leave benefits may be absent without pay because of personal illness, injury, or for the purpose of obtaining health-related services available only during regular working hours.

Procedure and Controls

Sick leave should be approved in advance whenever possible. Sudden illness that results in absence must be reported to the employee's supervisor as early as possible. Family and medical leave taken pursuant to Policy GCCCA is subject to the requirements and procedures set forth therein.

Should there be reason to believe that sick leave is being abused, the employee's supervisor may require verification of illness by means of a physician's statement or through other appropriate methods. If it is determined by the District that sick leave is

being abused, such sick leave benefits shall be reduced or terminated with respect to that occurrence immediately.

The human resources division shall periodically review sick leave usage and submit reports to supervisors.

Recording of Sick Leave

Approved use of sick leave will be reported on the appropriate time report forms in no fewer than one-half (1/2) or one (1) whole day units, regardless of whether a substitute has been approved. Falsification of records may result in dismissal or other discipline of employees.

Illness during Authorized Holiday

If an authorized holiday falls within a period of absence caused by illness, sick leave for the holiday period will not be charged to an employee. It is the responsibility of the employee to report such illness to the immediate supervisor.

Addendum

Federal policy, when in conflict with this policy, shall apply to staff members who are employed under federal regulations.

Family Illness; Quarantine

Family illness:

- With approval by the principal or the supervisor, an employee may be absent because of illness in the family (*family* to be defined by the employee) provided that such absence shall be deducted from the employee's sick leave.
- At an employee's option, paid sick leave for family illness may be substituted for all or a portion of otherwise unpaid family and medical leave taken by an eligible employee to care for a spouse, child, or parent with a serious health condition pursuant to Policy GCCCA. Such substitution is not subject to principal or supervisor approval.
- Should there be reason to believe that absence due to family illness is being abused, the employee's supervisor may require verification of illness by means of a physician's statement or through other appropriate methods. If it is determined by the District that the absence due to family illness is being abused, such sick leave benefits shall be reduced or terminated with respect to that occurrence immediately.

Quarantine:

- In case of absence due to quarantine, the employee may receive full pay to the extent of all earned sick leave. Once all earned sick leave has been exhausted, the supplemental leave provision will be applicable. Once all accumulated leave is exhausted an employee who remains under quarantine will be granted leave of absence without pay for the duration of the quarantine.

Substitute

The human resources division is called to make provision for a substitute as may be needed.

Adopted: May 6, 2014

LEGAL REF.: A.R.S. 15-187
15-502

CROSS REF.: GCBA - Professional Staff Salary Schedules