

<p><b>3.0411</b></p> <p><b>LEAVES AND ABSENCES: CONTRACTED PERSONNEL</b></p> <p>3.0411.01</p> <p><i>LEAVE POLICY</i></p> <p><i>Issue Date: 11/14/96 Updated: 11/14/19</i></p> <p>It is the professional responsibility of every contracted employee to use leave only for the purpose intended. Any proven misuse thereof would be considered unethical, unprofessional, in violation of the employee’s contract and would constitute reason for deduction in pay at the daily rate of earnings for each of the days involved. Misuse could also constitute reason for and possible adverse employment action on the first or any succeeding violations. The employee shall (as the Board may require) furnish evidence for the necessity of being absent.</p> <p>3.0411.02</p> <p><i>SICK LEAVE</i></p> <p><i>Issue Date: 9/12/96 Updated: 11/14/19</i></p> <p>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</p>	<p>3.0411.02 <i>SICK LEAVE</i></p> <p>4. Contracted Employees (mothers or fathers) 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.</p> <p>a. New Born Baby Care for the purpose of Bonding: The twenty days shall be used in succession and within the first three months following birth.</p> <p>b. New Born Baby Care; Complications associated with birth including, but not limited to premature delivery; congenital defects and/or abnormalities: The twenty days may be used in succession, or in blocks of time as needed in relation to the child’s complications from birth, and within the first three months following birth.</p>	<p>3.0411.02 <i>SICK LEAVE</i></p> <p>(mothers or fathers)</p> <p>a. New Born Baby Care for the purpose of Bonding: The twenty days shall be used in succession and within the first three months following birth.</p> <p>b. New Born Baby Care; Complications associated with birth including, but not limited to premature delivery; congenital defects and/or abnormalities: The twenty days may be used in succession, or in blocks of time as needed in relation to the child’s complications from birth, and within the first three months following birth.</p>
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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

2. Serious illness
3. 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.		
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