

**Leave of Absence**

**Sick Leave**

Classified employees who regularly work 20 hours or more per week and certificated employees who work half time or more per week ~~Certified and classified employees~~ shall be granted sick leave and other leaves in accordance with State Law and Board Policy. ~~Each employee shall be granted one (1) day of sick leave for each month of service.~~ Each such employee shall be granted sick leave with full pay of one day as projected for the employment year for each month of service in which he or she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his or her individual employment contract. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick or false claims of illness..

~~Upon termination of employment, no e~~Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for ~~absences caused by physical illness, mental illness, or disabling conditions that render the employee incapable of carrying on his/her duties or if the same conditions exist in a~~ sickness suffered by an employee or his or her immediate family. ~~For sick leave purposes, “i~~Immediate family” for purposes of sick leave shall mean the employee’s spouse, children, father, mother, father-in-law, mother-in-law, and dependents living full-time in the employee’s household. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. ~~Misrepresentation by the employee to the district in the application of sick leave is cause for discipline up to and including termination.~~ Abuse of sick leave is cause for discipline up to and including termination.

**Accumulation-Accrual of Unused Sick Leave**

Employees may accrue unused sick leave. There will be no limit to the number of sick leave days which an employee may accumulate beginning June 1, 1993. Upon retirement, an employee’s accrued unused sick leave must be reported by the District to the public employee retirement system.

**Sick Leave Bank**

Homedale employees who become unable to continue with his/her duties for legitimate reasons beyond their control (e.g., an extended illness, surgery, accident, etc.) will be eligible to receive sick leave days voluntarily contributed by other Homedale School District employees of the same job group (certified/classified).

Each employee can contribute no more than two (2) sick leave days per incident. Contributions are to be made at the time of the incident, not in advance.

The absent employee has to have used all of his/her own sick leave and personal leave days and have been on leave without pay for a period of five consecutive working days prior to accepting contributions of sick leave days from other employees.

In making application for sick leave bank days, the employee must provide verification of incapacity by a certification of health care provider.

A committee comprised of one board member, one administrator, and one employee will evaluate all requests for utilization of the sick leave bank.

Sick leave will be coordinated with Family Medical Leave Act provisions, policies, and guidelines.

#### Bereavement Leave

A maximum of five (5) days with pay, per occurrence, will be allowed in the event of a death in the employee's immediate family. For the purposes of bereavement leave, "immediate family" will be defined as: husband, wife, son, daughter, mother, father, brother, sister, grandmother, grandfather, grandchild (of the employee or spouse), persons who reside in the employee's household on a full-time basis and whose primary financial support is provided by the family of the employee, and children for whom legal guardianship has been established. Should extenuating circumstances warrant an employee's request for additional bereavement leave days, approval will be at the discretion of the superintendent.

Bereavement leave may be allowed for deaths outside the employee's immediate family and will be awarded at the discretion of the superintendent.

Bereavement leave will not be deducted from sick leave.

Legal Reference: 42 USC 2000(e)	Equal Employment Opportunities
<u>I.C. § 33-513</u>	<u>Professional Personnel</u>
I.C. § 33-1216 <i>et seq.</i>	Sick and other leave
I.C. § 33-1228	Severance allowance at retirement

#### Policy History:

Adopted on: 05-08-06

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Prior Board Policies: 5.70, 6.70, 5.73, and 6.73