



Book	Policy Manual
Section	4000 Support Staff
Title	REVISED POLICY - VOL. 27, NO. 1 - EMPLOYEE SICK LEAVE
Code	po4432 * CF 1/15/2021 for 2/9/21 mtg
Status	First Reading

REVISED POLICY - VOL. 27, NO. 1

4432 - EMPLOYEE SICK LEAVE

Employees are eligible to use paid sick leave in accordance with this policy. Any employee that is sick and will not be able to attend work on a scheduled work day shall contact their immediate supervisor as early as possible. Sick leave is available for use by employees for:

- A. illness of the employee;
- B. illness of close relative or member of household;
- C. death of close relative or member of household.

The District Administrator or Principal may request a health care provider's note verifying the employee's illness in any case. In any case in which an illness causes absence from work in excess of three (3) working days, the employee will be required to provide certification from a health care provider of the illness. Absences of more than three consecutive work days may be counted as leave under the FMLA (See Policy 4430.01).

Each member of the support staff employed on a full-time basis, or the full calendar year shall be entitled to twelve (12) days of sick leave per year.

Carryover of Unused Sick Leave

Unused sick days may be carried over for use by the employee in future years, as stipulated in the Employee Handbook.

Accrued Sick Leave at End of Employment

Personal Leave Charged to Sick Leave

Each full-time employee may be granted 2 days of personal leave each year. Employees may not take more than 2 personal leave days consecutively. The use of personal leave is conditioned upon approval of the supervisor and advance notice.

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