

## **SUPPORT STAFF SICK LEAVE**

### **Family Illness**

With approval by 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 GDCCA. 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 after the probationary period due to quarantine, the employee may receive full pay to the extent of all earned sick leave ~~and supplemental sick leave~~. Once all accumulated sick leave is exhausted and the employee remains under quarantine, the employee will be granted leave of absence without pay for the duration of the quarantine.

### **Extended Absence**

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

### ***Sick Leave Buyback:***

- A support staff employee who received pay for accrued sick leave at the time of termination shall, if reemployed within six (6) weeks of the next consecutive school year, be provided an opportunity to buy back the same number of accrued days of sick leave at the same monetary rate for which the District paid the employee at the time of termination. However, an administrative charge of one (1) day of accrued sick leave will be assessed in the event of a buyback.

- For example, an employee who received sick leave compensation for eight (8) days at the rate of twenty-five dollars (\$25.00) per day for a total of two hundred dollars (\$200.00) at the time of termination will be allowed to buy back seven (7) days (eight [8] days minus the one [1]-day charge) for two hundred dollars (\$200.00). An employee will not be allowed to buy back either less days or more days than the employee received compensation for at termination.
- Support staff employees must make such decision and repayment within three (3) weeks of reemployment. The decision to take advantage of this opportunity must be relayed promptly to the payroll office and repayment will be accepted by the payroll office in the form of a personal check made out to Amphitheater Public Schools.
- A support staff employee who did not work a full contract year and, therefore, did not receive sick leave payoff at the time of termination, if reemployed within six (6) weeks of the next consecutive fiscal and/or school year will be credited with any sick leave accrual on the books at the time of termination as stipulated by individual attendance records.