

SICK LEAVE

Sick leave is paid leave that is granted an employee who is unavoidably absent because of personal illness or accident, disability, maternity, paternity, childbirth, adoption, personal medical appointments, quarantine, or communicable disease. The employee may use leave for the necessary care of ill or disabled immediate family members or anyone living in the same household. Immediate family includes mother, father, sister, brother, children, spouse, and grandparents. Pursuant to FMLA guidelines www.FMLA.gov, other serious family illness will be allowed with the recommendation of the site administrator, and approval of the Superintendent. Bargaining unit members will be governed by provisions in the collective bargaining agreement. An employee must report for duty in order to have sick leave credited. In the event an employee does not complete the number of days required by contract, the number of sick days used in excess of the number of prorated days earned will be deducted from the final paycheck.

Nye County School District (NCSD) employees who work four (4) hours or more per day will earn sick leave at the following rate:

Four hour employees	5 hours per month
Five hour employees	6.25 hours per month
Six hour employees	7.5 hours per month
Seven hour employees	8.75 hours per month
Eight hour employees	10 hours per month*
Nine month employees	11.25 days per year
Ten month employees	12.50 days per year
Eleven month employees	13.75 days per year
Twelve month employees	15 days per year

*Partial months will be pro-rated

Employees will accrue sick leave according to the number of hours worked as long as they are in active pay status. No sick leave benefits will be earned if an employee is in non-pay status or on worker's compensation. Absence due to sick leave will be compensated only to the extent the employee has earned or accrued sick leave.

The employee must notify the immediate supervisor when sick leave is required. Such notice should be given on the preceding day, if possible. In an emergency, notification will be made as soon as possible. The employee will provide written proof of the necessity of sick leave, if such proof is required by the Superintendent.

If a review of sick leave usage indicates that an employee's use of sick leave is excessive, questionable or not in accordance with the provisions of this policy or the collective bargaining agreement, NCSD will have the right to review such usage. NCSD, at its expense, may require an employee to have a physical examination from a physician of NCSD's choice from a list of qualified physicians licensed to practice in the State of Nevada or at the option of NCSD to submit a written certificate from a physician of the employee's choice, at the employee's expense, confirming the necessity of an absence due to illness.

Please note: Sick leave is considered to be excessive and/or a person is chronically absent when the employee's absences are at 10% or above in a 12-month period. Exceptions to this is when an employee is on an approved leave of absence (paid or unpaid), or FMLA.

NCSD has the right to make any inquiries that would be applicable when abuse of sick leave is suspected. Any employee who misuses sick leave will be subject to disciplinary action. Sick leave includes family sick leave, parenting leave, and bereavement leave.

Sick leave may be accumulated indefinitely; however, payment of unused sick leave upon termination of employment is limited (see Policy 6228). Continuous use of accumulated sick leave is limited to one contract year/calendar year from the beginning of such continuous use of sick leave.

Adopted: September 9, 2005
Revised: December 14, 2021
Reviewed: December 14, 2021

NEPN/NSBA Classification: GCCAA, GCCBA, GDCA
Legal Reference:

Forms Location: None