



Book	Policy Manual
Section	READY for 9-9-25
Title	Copy of EMPLOYEE SICK LEAVE
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4432 - **EMPLOYEE SICK LEAVE**

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. appointments for medical, dental, chiropractic, or other health care needs;
- C. illness or appointments for medical, dental, chiropractic, or other health care needs of a close relative or member of household;
- D. 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

Sick leave that is not used during employment will be lost and not paid out to the employee upon termination for any reason.

Accrued but unused sick leave up to 120 days will be paid out to any employee upon retirement in the form of a cash contribution to a health savings account or similar account for the use of the purchase of health, dental, vision and/or life

insurance, provided the following occur:

- A. the employee retires from the District;
- B. the employee has had at least fifteen (15) years of service to the District on the date of retirement.

Personal Leave Charged to Sick Leave

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

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Last Modified by Coleen Frisch on September 3, 2025