

SICK LEAVE

Thirty days of sick leave the first year of employment, sixty days of sick leave the second year of employment and unlimited sick leave thereafter will be allowed for qualifying medical conditions*. An employee new to Pattonville must work at least one day to be eligible for 30 days of sick leave. Unlimited sick leave is defined as the total number of days stated in the employee's current contract. When it is necessary for an employee to be absent due to illness or other cause, he/she should notify the Call Center as soon as possible in order that arrangements may be made for a substitute teacher. The employee will also notify the building principal or designee if requested to do so. To qualify for sick leave, an employee must be absent for at least one of the following four (4) reasons: illness, injury, severe pain, and/or medical appointment. The employee will submit to his/her principal reason(s) for non-consecutive sick leave absence(s) less than seven (7) days on a Change of Status Form. This form will then be submitted to the Assistant Superintendent for Human Resources (HR).

*Qualifying medical conditions are defined as a health condition which prevents the employee from performing his/her contracted duties. Contracted duties include those for which he/she was employed or any other reasonable duties assigned by the Assistant Superintendent for Human Resources.

The following validations will be submitted by the employee for sick leave absences that occur within one school year:

- Consecutive absences
 - Physician completes Leave of Absence Information Form for an absence that exceeds seven (7) days.
 - Except for maternity, surgery, and life-threatening illnesses for which a Leave of Absence Information Form is already on file, employee will submit a physician's statement* if employee is out longer than estimated date on such form.
- Non-consecutive absences
 - Employee note** submitted to Human Resources via principal for each absence that occurs after a total of seven (7) days.
 - For employees who are absent more than 10 days, principal and employee will meet and submit a summary** of that meeting to the Human Resource Center.

*Physician's statement shall include nature of illness and updated estimated length of the employee's absence.

**Employee note/summary shall include nature of the illness and date(s) of absence.

District Code: B516

SUMMARY CHART

(For one school year)

<u>CONSECUTIVE ABSENCES</u>	NATURE OF INFORMATION REQUIRED	COMPLETED BY
<ul style="list-style-type: none"> Exceed 7 days 	Leave of Absence Information Form	Physician
 <u>NON-CONSECUTIVE ABSENCES</u>		
<ul style="list-style-type: none"> Less than 7 days After 7 days After 10 days 	Change of Status Form Employee Note Summary	Employee Employee Employee & Principal

This is a policy which the board assumes professional people will not abuse. As with other regulations of the Board of Education, it may be suspended or modified without notice by action of the Board. Excessive absenteeism will be considered in deciding against re-employment of probationary teachers and termination of tenured teachers.

Unlimited Sick Leave Policy

With unlimited sick leave, the employee receives compensation for days missed because of qualifying illness. The total number of days available will be equal to the total number of contracted days in the school year when the qualifying illness occurs. If the employee misses work the following year for the same qualifying illness, the only sick leave days available will be the difference between the number of contracted days and sick leave days used, both of the previous years.

For the remainder of the contract year within which sick leave is exhausted, the payment of 60% Long Term Disability (LTD) – 40% district is the only means of compensation. In order to receive additional contracted days of sick leave for the same or related illness for the second school year and beyond, a staff member must have returned to work for at least 20 work days of the first 40 work days the employee is medically certified able to work.

Unlimited Sick Leave and Disability Payments

For continued sick leave beyond the initial 6 calendar month LTD qualifying period, the employee will receive the equivalent of his/her regular compensation by the combination of long-term disability insurance payments and salary. Coverage extends for the extent of the contractual period at the current salary.

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The employee shall be reimbursed beginning with the first day of disability, unless disability was self-inflicted. Payment ceases if death is prior to the end of the contractual year.

Certified staff will not suffer a reduction in salary during the school (contract) year as a result of a disability documented to the district's satisfaction. If and when the certified employee receives payment(s) from a disability insurance plan or other source ("disability plan payment") during any payroll period(s), then the employee has two options:

1. Sign and release the disability plan payment check over to the district. The employee will continue to receive his/her normal payroll checks from the district through the school (contract) year and normal deductions will continue, including Public School Retirement System (PSRS) of Missouri contributions.

OR

2. The employee retains the disability plan payment check. The district shall reduce its payment for each such period to an amount(s) equal to the difference between the employee's contractual salary period and the disability plan payment ("district payment"). Under such circumstances, the employee may elect to timely remit to the district monthly contributions owed to the Public School Retirement System (PSRS) of Missouri attributable to each such payment. In such case, the district will match and remit those contributions to PSRS.

In both the above options, all such contributions must be made to PSRS prior to the end of the school (fiscal) year. This creditable service is governed by §169.595#RSMo.1988.

Attendance Incentive

Any employee who utilizes no sick leave days in the school years 2009-10, 2010-11, or 2011-12 will receive a \$100.00 non-cash attendance incentive (such as a "gift card") for the first year the employee uses no sick leave, a \$150.00 "gift card" for the second consecutive year the employee uses no sick leave, and a \$200.00 "gift card" for the third, fourth, fifth, and sixth consecutive years the employee uses no sick leave. Non-consecutive years will be treated as the first year. Attendance incentives shall be paid at the next Returning Staff Orientation Program to returning employees and shortly thereafter to retired employees. This attendance incentive program shall be in place only for 2009-10, 2010-11, and 2011-12 with a review during the 2011-2012 school year for teachers. The financial resources for the gift cards will not be part of the teachers' economic agreement.

The Superintendent of Schools, or designee, has the privilege of modification to accommodate extenuating circumstances.

Adopted: June 8, 1982
Revised: June 26, 1984

Revised: February 11, 1982
Revised: August 8, 2006

Revised: July 14, 2009

