

SICK PAY - SUPPORT STAFF

Eligible support employees will receive and accumulate sick pay days annually up to a maximum of forty-five (45) days effective July 1, 1993.

- A. Sick pay will be accrued on a monthly basis as follows:
1. First year of employment: The monthly accrual rate will be one-half (1/2) the number of hours the employee is scheduled to work each day on a continual basis.
 2. Second year of employment and thereafter: The monthly accrual rate will be an amount equal to the number of hours that the employee is scheduled to work each day on a continual basis.
 3. Regular employees who work less than 20 hours per week shall have their accumulated pro-rated sick leave carried over on July 1, 1993 and not placed in a sick-leave bank.
- B. In order to be eligible to accrue sick pay for any single month, an employee must work or receive compensation for a minimum of fifteen (15) days during that month. The fifteen (15) days would be reduced by any district designated emergency closings or snow days which might occur during a month.
- C. Each employee's retirement "bank" and current sick leave balance--that is, the number available for his/her use, will be shown on the employee's paycheck stub.
- D. When an employee is late, leaves early or is absent from work due to illness or injury, the employee may request sick pay in an amount equal to the actual number of hours of work missed to the nearest one quarter (1/4) of an hour.
- E. An employee is required to submit a physician's statement to substantiate each occasional absence due to illness or injury beyond twelve (12) days in a school year. (Exception: see paragraph G.)
- F. An employee is required to submit a physician's statement indicating a tentative return to work date when an illness or injury exceeds or is expected to exceed five (5) consecutive work days. The employee will be expected to submit this statement to his/her supervisor or building principal.
- G. If a catastrophic illness or injury occurs and the employee has been absent for twelve (12) or fewer occasional sick days thus far during the school year, the days absent due to this catastrophic incident will not be counted toward the twelve (12) day limit. An employee must submit a physician's statement in order to be eligible for this privilege.
- H. An employee encountering a catastrophic illness or injury and who has exhausted his/her bank of accrued compensable sick leave as well as all other leaves (vacation, floating holidays, etc.) available to them may request additional sick pay not to exceed ten (10) days for the duration of no more than one (1) extended absence during a school year. The employee must have completed three (3) years of service and have a past record of low absenteeism, excluding family leave, in order to be eligible for consideration of additional sick

District Code:

pay. If an employee has utilized more than 50% of their accrued sick time earned in the previous five calendar years, other than for a catastrophic illness, injury, or accident prior to the onset of the current illness or injury in question, they will not qualify for additional sick leave. Each request for additional sick pay days will be reviewed on an individual basis.

- I. Excessive absenteeism or abuse of the sick pay privilege will be just reason for termination of an employee.
- J. When an employee becomes eligible for compensation from a source other than direct compensation from the District, such as worker's compensation or long term disability insurance, then the employee may elect to use the employee's accrued sick leave with the District to make up the difference between such compensation and the employee's regular straight time pay. If the employee makes such an election, then the amount of the employee's accrued sick leave used to make up such difference shall be deducted, on a prorata basis, from the employee's accrued sick leave. In no event shall a combination of such combination of such compensation and sick leave exceed 100% of the employee's regular straight time pay.
- K. For purposes of this policy, catastrophic illness or injury is defined as an illness or injury that is life threatening, may immediately become life threatening, or involves immediate life threatening consequences. For purposes of this policy, accident is defined as an unexpected happening causing injury that is not due to any fault or misconduct on the part of the employee injured.
- L. The superintendent of schools, or designee, has the privilege of modification to accommodate extenuating circumstances.

Sick Pay Buyback

- M. Beginning July 1, 1993, eligible employees who accumulate forty-five (45) days over the retirement bank as of June 30th of each fiscal year, will receive compensation for each day in excess of forty-five (45) days.
- N. Sick pay days in excess of the maximum (45) on June 30th of any school year will be bought at thirty (30%) percent of the employee's June 30th daily salary rate. The checks will be issued between July 1st and July 31st.

Example of an Annual Buy-Out:

If an employee had forty-two sick pay days accrued, a daily rate of fifty-two dollars, and accrued an additional ten days for the current year; the calculation would be as follows:

42 days (prior year accrual)	52 days (total accrued)
10 days (current accrued)	45 days (maximum accrual)
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52 days (total accrued)	7 days (above maximum accrual)

7 days times \$52.00 daily salary rate times 30% equals \$109.00 annual buy-out (7 x \$52 x 30% =- \$109)

District Code:

Grandfather Clause

- O. Clause applies only to those individual employees employed prior to July 1, 1993, who had accumulated sick pay days under the old policy as of June 30, 1993.

Sick pay days accumulated under the old policy will be placed in an individual retirement "bank". Each employee may utilize the days for sick pay benefits as needed until the individual has used all the days in the retirement "bank". Once sick pay days are used from the sick pay retirement "bank", the days cannot be replaced.

Adopted: December 14, 1982
Revised: November 8, 1983
Revised: April 24, 1984
Revised: February 25, 1992
Revised: May 25, 1993
Revised: February 22, 2000
Revised: April 11, 2006