

SECTION: SUPPORT EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 5, 1998

REVISED:

COUNCIL ROCK SCHOOL DISTRICT

534. SICK LEAVE	
1. Purpose	There shall be a sick leave policy for support employees. Such policy shall be in accordance with the following guidelines.
2. Definition	Sick leave is defined as leave taken by an employee of the school district who is eligible by contract for sick leave and is absent from assigned duty because of personal disability due to illness or injury, or because s/he has been excluded from school by the school district physician as a result of contagious disease or other condition that creates a hazard for students and other employees.
3. Authority	Regularly employed classified employees considered fulltime shall receive sick leave days, all of which shall be cumulative.
4. Guidelines	<p>The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.</p> <p>Employees must report their illnesses to the school offices or designated person as soon as possible each day unless definite arrangements have been made with the administration to employ a substitute for a longer term than one (1) day. If the employee does not notify the school office of continuing illness, it will be understood that the employee will report to school the following day.</p> <p>A doctor's certificate will not be required for such illness. Specifically, and on an individual basis, such a requirement may be called for at the written request of the Superintendent or his/her designee.</p> <p>Accumulated unused sick leave may be taken with full pay in any one (1) or more school years.</p> <p>No employee shall be paid if s/he is absent due to an injury incurred while engaged in remunerative work unrelated to school duties.</p>

Records

The personnel records of the district shall show the attendance of each employee, and such days as that employee may be absent for sick leave purposes shall be recorded with the reason for such absence noted. A record shall be made annually of the unused sick leave days accumulated by each employee, and shall be reported to the employee.