

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 334
SECTION: EMPLOYEES
TITLE: **SICK/PERSONAL LEAVE**
DATE ADOPTED: NOVEMBER 2008
DATE LAST REVISED: MARCH 2020

SICK/PERSONAL LEAVE

PURPOSE

The sick/personal leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under law.

AUTHORITY

The Board shall provide appropriate days annually for sick/personal leave for the given school year.

The Board reserves the right to require of any employee claiming sick/personal leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.

Upon the expiration of all then currently earned and accumulated sick/personal leave, the Board may grant unpaid leave for the remainder of the school year.

Should leave be required beyond the end of the school year, an employee may request that the Board grant a one-year extension. If granted, the Board agrees to provide a position of like responsibility upon the employee's return.

Employees who are on approved FMLA Leave by the board may apply to their Personal FMLA Leave Bank. Once their Personal FMLA leave bank and all of the employee's current sick/personal days are exhausted, the employee may apply for the Absence Day Donation Bank Leave.

DELEGATION OF RESPONSIBILITY

The CEO shall report to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

GUIDELINES

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the CEO or designee.

Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.

Proof of Disability

Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.

Employees who have been out ill only the day before, or the day after a school holiday, shall be required to present a physician's certificate unless the administrator can determine the validity of such absence.

A physician's statement may not be presumed to conclusively establish the employee's disability.

Absence Reports

All absentees shall sign statements giving the cause and dates of absences. The signed statements shall be sent to the CEO's or Board Secretary/Business Manager's Office with the proper payroll report.

Records

A record of the attendance of each employee shall be maintained by the school; and the days absent shall be recorded, with the reason for such absence noted.

A record shall be made of the unused sick leave days accumulated by each employee, which shall be made available to the employee in accordance with law or retirement.

Sick/Personal Leave Days

At any time during the school year, employees may make a direct donation of sick/personal days to any other employee.

At the end of the current contract, employees shall be entitled to the rate of the reimbursable amount per day for all unused accumulated sick/personal leave days as provided in the current contract.

Alternatively, the employee may elect to carry over sick/personal leave days as below:

- 1) Unused sick/personal days may be donated to the Absence Day Donation Bank.
- 2) Unused sick/personal days may be saved in an employee's Personal FMLA Leave Bank

Personal FMLA Leave Bank

If an employee elects to save unused sick/personal days in their Personal FMLA Leave Bank, these days are saved for the duration of their employment. When an employee's employment is terminated for reasons other than retirement, unused days in their Personal FMLA Leave bank are forfeited.

Once days are placed in an Employee's Personal FMLA Leave Bank, they may be used by an employee anytime they are on a Board approved FMLA Leave. Other uses of days from this bank may be approved by the CEO when there are extenuating circumstances.

If an employee has unused days in their Personal FMLA Leave Bank when they retire, unused days will be reimbursed to them at 75% of the current rate for unused personal days.

Revised 2-24-2022/sd