

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 400: Certified Personnel: Leave and Absence

Policy No. 404.1

Policy Title: Personal Illness

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Certified employees who work half time or more per week shall be granted sick leave in accordance with state law. Each certified regular professional employee shall be credited with sick leave days as specified by Article 2 of the Negotiated Agreement on the second day of each new employment year of regular full-time employment. Sick leave is to be used for absences caused by personal or family illness. Each certified regular professional employee shall accumulate unused sick leave according to the Negotiated Agreement. Sick leave days used will come from those days accumulated prior to July 1, if the certified regular professional employee had accumulated days prior to that date. The district shall provide an accounting of an individual's sick leave on Skyward Employee Access.

Employees must inform their immediate supervisor prior to taking sick leave if possible. If a substitute is required, the employee must request a substitute through the district-approved substitute program. If the employee is unable to do so, the supervisor may be able to request a substitute on the employee's behalf. All absences must be submitted for approval through Skyward Employee Access. The district, may in its discretion, require proof of illness when deemed appropriate, including but not limited to suspicion of abuse of sick leave or false claims of illness.

Sick leave days accumulated in other Idaho public school districts shall be transferred into the Post Falls School District pursuant to Idaho Code.

Legal References:

I.C. § 33-1216	Sick and Other Leave
I.C. § 33-1217	Accrued Unused Sick Leave – Transfer
I.C. § 33-1218	Sick Leave in Excess of Statutory Minimum Amounts

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