

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Leave and Absence

Policy No. 603.2

Policy Title: Sick Leave

Page 1 of 1

Each regular non-certified employee, except seasonal, emergency or casual workers whose period of employment is less than five (5) consecutive months or as otherwise provided in district policy, is entitled to and shall earn sick leave credits from the first full pay period of employment. Except as otherwise provided, sick leave shall be limited to absence due to personal illness, injury or quarantine.

Sick leave credits will be earned at the rate of one (1) day for each month of service which may accumulate to a maximum of twelve (12) working days per year and to a total maximum of two hundred (200) working days, subject to the limitations provided in Idaho Code and district policy.

To be classified as a full-time, regular, non-certified employee for the determination of sick leave credits, the employee must normally work and be employed in such capacity with the district for more than thirty (30) hours per week for twelve (12) months per year.

Part-time, regular, non-certified employees are entitled to prorated sick leave benefits if they have a regularly scheduled work assignment and are not seasonal, emergency or casual workers whose period of employment is less than five (5) consecutive months.

Each day of sick leave credit accrued to the part time employee shall equal the normal working day of the employee. (For example, the part time employee normally working four (4) hours per day, 20 hours per week, ten (10) consecutive months per year would ordinarily accrue, at the end of each month of work, a "normal" work day credit equal to four (4) hours of sick leave credit.)

Should the employee desire to use any or all of the sick leave that is credited to his or her account during the period of leave of absence, the number of days to be charged against sick leave shall be specified in a letter requesting leave.

Medical certification may be required to support a request for sick leave. A second or third medical opinion may be required (at the district's expense) and a fitness for duty report to return to work.

No payment for unused sick leave will be paid to the employee upon termination of his/her employment with the district.

Employees retiring under the Public Employees Retirement System are entitled to use the cash value of one-half of the unused sick leave earned after July 1, 1976 to pay insurance premiums after retirement. Upon request by the employee the cash value of one-half of the unused sick leave will be calculated at the time of retirement and transferred by the district to the Idaho Public Employee Retirement Board to pay premiums on group health, accident, and life insurance programs as maintained by the district until such sums are exhausted.

Legal References: IC §33-1216, FMLA (29CFR Part 825)

Date of Adoption: 3/10/87

Amended: 7/12/88, 5/09/94, 10/11/99

Reviewed: 2011, 2021