

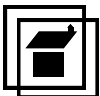
R 4432 SICK LEAVE

A. Eligibility for sick leave

1. Each person steadily employed by this Commission will be paid in full, to the limit of his or her entitlement, for days on which the employee is absent from work because of
 - a. Personal disability due to the employee's illness or injury;
 - b. The employee's exclusion from school by the Commission's medical authorities on account of a contagious disease; or
 - c. The employee's having been quarantined for a contagious disease in his or her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee
 - a. Has engaged in or prepared for gainful employment with an employer other than the Board;
 - b. Has participated in a concerted work stoppage; or
 - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

B. ~~Call in procedures~~ **Reporting Procedures**

1. An employee who anticipates a day of disability should make every reasonable effort to so notify his or her immediate supervisor no later than the day before the absence, to allow sufficient time for the securing of any substitute services that may be required.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. ~~An employee who becomes aware of his or her disability on the morning of the absence must call the substitute answering line between the hours of 5:00 a.m. and 6:00 a.m.~~



4. An employee who becomes disabled during the school day must so inform the immediate supervisor as promptly as possible and request permission to leave the school premises. The immediate supervisor will notify the Superintendent's office.
5. ~~In all instances, the employee should call personally to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.~~
5. **An employee who becomes aware of his or her disability must report absences in the online attendance portal as promptly as possible, preferably prior to 10:00 p.m. the evening before, but no later than 6:30 a.m. on the day of absence.**
6. **In the event that the employee is unable to report an absence in the online attendance portal, the employee him or herself is required to call the immediate supervisor to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.**

C. Sick leave charges

1. A sick leave absence commences when the absence is called in pursuant to ¶B.
 - a. A salaried employee who leaves school early because of a disability will not be charged with a half sick leave day provided the absence commences after the hour of 12:00 noon. The employee will be charged with a full day absence if he/she leaves prior to 10:30 a.m.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.
5. **A steadily employed part-time hourly employee will be charged one sick leave day for each absence regardless of the number of hours scheduled on**



the day of absence. Sick leave will be paid in direct relation to the amount of approved scheduled time on the day of absence.

D. Verification of sick leave

1. An employee absent for reasons of disability more than three consecutive school days or more than three cumulative days in any one month shall submit the signed statement of his or her physician indicating
 - a. The reason for the employee's absence, as personally known to the physician and
 - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
2. The Superintendent may, in his or her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to ¶D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.

E. Readmission after disability

1. An employee who wishes to return to work after sick leave of more than ten consecutive school days or more than ten cumulative days in any one month shall submit a signed statement of his or her physician indicating the employee's fitness to perform his or her duties.
2. The Superintendent may, in his or her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to ¶D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

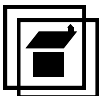


F. Exhaustion of sick leave

1. The Personnel Assistant will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.
2. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence, during which the employee will receive no compensation or benefits.
3. Employees are reminded that disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.

G. Accumulation of sick leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.
2. At the beginning of each contract year, **sick leave newly available but unused in the prior contract year will be carried forward and credited to the full-time salaried or part-time salaried employee's bank of sick leave.** ~~up to twelve days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave, except full-time auxiliary services staff may carry ten days forward.~~
3. The unused sick leave of **steadily employed hourly** part-time employees will be accumulated on the basis of hours of work rather than days of work.
 - a. At the close of each school year, the number of sick leave days not used by a **steadily employed hourly** part-time employee will be multiplied by the number of hours the employee worked in each day or, if the employee worked irregular hours, the average number of hours in each contract day.
 - b. At the beginning of the following school year, the total number of hours accumulated will be divided by the number of hours, or average number of hours, to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when he or she has exhausted the sick leave days available in the current contract year.



- c. When a **steadily employed hourly** part-time employee, continuously employed in the Commission, is employed full-time, his or her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he or she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

H. Records

1. ~~The personnel file of each person employed by this Commission will include an accurate record of the employee's attendance in accordance with Policy No. 3212.~~ **In accordance with Policy No. 4212, an accurate record of each employees attendance will be maintained electronically and made available for review through the online attendance portal.**
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the accumulated unused sick leave in the employee's sick leave bank.

Adopted: 2 September 1998

Revised:

