

SICK LEAVE

Eligible Employees

All full-time ancillary employees are eligible for paid sick leave each school year as determined by the Board and set forth in board regulations. Sick leave is subject to the negotiated agreement for licensed staff.

Use of Sick Leave

Sick leave may be used for the following reasons:

1. Personal illness, injury or disability that prevents an employee from performing their duties; or
2. Personal medical appointments; or
3. Illness of or medical appointments for a member of the employee's immediate family that necessitates the employee's attendance. Immediate family is defined as spouse, child(ren), parents, grandparents, grandchildren or anyone of like relationship by marriage, or persons standing in loco parentis, or other family member when the employee is the sole caregiver. Verification of need may be required.

Employees are encouraged to schedule personal or family medical appointments outside of work hours when possible. Employees who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during significant public health events. In the event of a significant public health event, schools may be closed to just students, or to all employees and students. If schools are closed only to students, employees are expected to work regular schedules, unless directed otherwise by administration, or use appropriate leave.

Sick leave cannot be used to make up for work missed due to weather conditions, blocked roads or other similar circumstances. In those situations, unpaid leave, personal leave, vacation leave or pay dock must be used.

After being absent for 3 consecutive days, an employee may be asked to provide a note from their medical provider confirming the need for sick leave.

Any false claim for or fraudulent use of sick time can be cause for disciplinary action, up to and including termination.

Disability Resulting from Pregnancy Leave

Disability or physical limitations resulting from pregnancy shall be treated the same as any other illness, injury, or disability for the purpose of sick leave and is subject to the limitations of this policy. The District shall not mandate that pregnancy leave be taken for a prescribed duration of time. Requests for sick leave resulting from a disability or physical limitation related to pregnancy, child- birth, or a post-pregnancy condition shall be made in accordance with board regulations on sick leave documentation requirements and may, at the employee's discretion, occur earlier than timeframes contained in regulations in order to allow the District ample time to locate a replacement.

Sick Pay

Sick pay shall be paid at the employee’s base rate at the time the leave is taken. Sick time is paid only for days on which the employee would otherwise have worked a regular schedule, and not for absences on Saturday, Sunday, or school holidays.

Accrued Leave

Unused sick leave shall be carried over from one year to the next. Leave may accumulate to a maximum of 75 days.

Requesting Sick Leave

Requests for sick leave shall be made in accordance with administrative regulations (DDA-AR).

Sick leave may be taken in one-hour, half day, or full day increments.

Separation

Employees shall not be paid for any accrued, unused sick leave upon separation from district employment.

Leave Records

The Business Manager shall record employee leave, verify that the leave record is accurate, and maintain leave records for each employee. If leave balances are not displayed on employee pay stubs, the Business Manager shall notify employees of leave balances at least once a year.

The District shall retain leave records for all separated employees for a period of at least six years from the date of separation.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DDA-AR, Sick Leave Requests
- DDAA, Family & Medical Leave Act
- DDAA-BR, Family & Medical Leave Act Regulations
- DDAA-E, Family & Medical Leave Act Law
- DDAA-E2, FMLA Forms

End of Manvel School District #125 Policy DDA Adopted: 12/09/19

Updated: 06/15/20