



Earn Safe and Sick Leave

Definition: Sick leave may be used to care for yourself or your family member because of illness or medical appointments per Minn. Stat. §181.9445. Medical certification from the employee’s adult child, spouse, parent, grandparent, sibling or stepparent’s medical provider as to the reasonableness of time off and necessity of employee’s attendance is required for any absence beyond the first three absences in the prior 12 months. The definition of a Dependent Child follows Minn. Stat. § 181.940: An individual under 18 years of age or an individual under age 20 who is attending secondary school.

Any time requested beyond available sick leave-for sick leave use is subject to the district’s no pay policy and/or state or federal law.

Time Off Codes	Uses:
Sick Leave	Use this code to request leave when you are sick or need to attend a medical appointment that cannot be scheduled during after work hours.
Sick dependent child	Use this code to request leave to care for your sick dependent child (see definition above) or to attend his/her medical appointments that cannot be scheduled during after work hours.
Sick spouse: Sick adult child: Sick parent: Sick stepparent: Sick mother/father in-law: Sick grandchild: Sick grandparent: Sick sibling:	Use this code to request reasonable medically necessary leave to attend to your sick family member that cannot be scheduled after work hours. *Requires HR approval.

When and how do I request sick leave? Request all sick leave in advance when possible, on Skyward. In cases where you will be out the same or next day, please call your supervisor and then request the leave on Skyward.

Who approves my sick leave? Sick leave for yourself and your dependent children are approved by your supervisor. Sick adult child, sick parent, sick spouse, sick sibling, sick grandparent, and sick stepparent leave requests will be approved first by your supervisor and then, by the superintendent.

Can I use sick leave to care for my grandchild while my adult child is sick? Only for reasonable periods of time as the employees’ attendance may be necessary.

Can I use sick leave to care for my children because their daycare is closed due to the illness of the daycare provider or her children? No. Sick leave can only be used when your child is sick or has a medical appointment that could not be scheduled outside of your work hours.

Can I use sick leave to be at the hospital for the birth of my grandchild? No. Certified can use personal leave or no pay, if verbally approved ahead of time by your supervisor and the superintendent. Support staff can use personal leave if less than 12-month employee or vacation, if verbally approved ahead of time by your supervisor and the superintendent.

When is my requested sick leave deducted from my sick leave balance? Sick leave for yourself is deducted upon approval; all other codes are deducted and reconciled monthly.