

## Support Staff Sick Leave

A sick leave allowance shall be available for all full-time employees. Sick leave days shall be prorated as follows:

182-day employees receive the hourly equivalent of six sick leave days  
195-day employees receive the hourly equivalent of eight sick leave days  
204-day employees receive the hourly equivalent of eight sick leave days  
210-day employees receive the hourly equivalent of eight sick leave days  
220-day employees receive the hourly equivalent of nine sick leave days  
262-day employees receive the hourly equivalent of ten sick leave days

New employees receive the hourly equivalent of 1 extra sick leave day for the first year. Sick leave days shall be cumulative. Regular employees working less than 12 months shall be credited with their sick leave allowance for the ensuing year at the beginning of the school year. Twelve-month employees shall be credited with their annual sick leave allowance for the ensuing year on July 1.

When an employee is appointed after the beginning of the school year, the number of sick leave hours to which they shall be entitled shall be in the proportion which the number of days of service bears to the number of days of the work year.

Illness in an employee's own family may necessitate a leave of absence. Such leave may be granted at the discretion of the superintendent. Such leave, when granted, shall be deducted from sick leave.

The district will pay fifty (\$50) dollars per day for all accumulated sick leave over the hourly equivalent of ten (10) days upon separation of employment from the district.

Sick leave may be taken for the following reasons:

- personal mental or physical illness, injury, or health condition or the need to obtain medical care;
- the necessary care and attendance for the employee's family member who has a mental or physical illness, injury or health condition or the need to obtain medical care;
- seeking medical attention or related services if the employee or a member of the employee's family has been the victim of domestic abuse, sexual assault, or harassment;
- the district has been ordered to close by a public official due to a public health emergency; or
- the school or childcare provider for the employee's child has been ordered to close by a public official due to a public health emergency and the employee needs to be absent from work to care for their child.
- Bereavement, or financial/legal needs after the death of a family member
- Due to inclement weather, power/heat/water loss, or other unexpected event in which the employee must evacuate their residence or care for a family member whose school or place of care is closed

For sick leave purposes, the term "family member" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety related care. Exceptions may be made by the superintendent.

Documentation may be required for approval of taking four or more consecutive paid sick days. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee.

### **Reinstatement upon rehiring**

If an employee separates from employment with the district and is rehired by the district within 6 months after the separation, the district will reinstate any paid sick leave that the employee had accrued but not used during the employee's previous employment if that accrued paid sick leave had not been paid out at the time of the separation. Employees who are rehired by the district within 6 months after separation will not receive the hourly equivalent of 1 additional sick day that new employees receive.

### **Additional leave during a public health emergency**

In addition to the paid sick leave generally accrued, on the date a public health emergency is declared the district will supplement each employee's accrued paid sick leave as necessary to ensure that fulltime employees who work 40 hours or more in a week may take at least 80 hours of paid sick leave and that employees who work fewer than 40 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. The district may count an employee's unused accrued paid sick leave toward the supplemental paid sick leave.

An employee may use the supplemental paid sick leave for one occurrence of leave related to the public health emergency until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;
- caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- a determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares poses a risk to the health of others;
- caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or
- an employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid sick leave during a public health emergency.

### **Nondiscrimination**

The Board, the superintendent, other administrators and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking paid sick leave in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matter.

Adopted: Current practice codified 1995

Revised: August 27, 2002  
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