

## **DDA: Sick Leave**

### **Eligible Employees**

All licensed and twelve-month full-time ancillary employees are eligible for paid sick leave each school year as determined by the Board and set forth in board regulations and provided in administrative 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, childbirth, 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.

**Divide County  
School District**

**POLICY ADOPTED: 03/10/2009  
POLICY REAFFIRMED:  
POLICY AMENDED:**