

Sick Leave Form



Pay Period of Absence(s) _____ to _____

Name of Person Absent _____

Date(s) of Absence _____

Number of Days Absent _____

Reason for Absence(s) _____

Signed _____

Date _____

Article 11—Leave

A. Sick Leave

- 1. Accumulation. A full-time teacher shall be entitled to one and one-fourth (1-1/4) days of sick leave per calendar month of completed service, unless on a leave of absence, or a total of fifteen (15) days per year, subject to the maximum accumulation listed below. Half-time teachers shall have a pro rata portion of the above benefits.

Maximum Accumulation of Sick Leave Days

<u>School Year</u>	<u>Maximum Days</u>
2025-2028	284

- 1. Uses. For absences due to personal illness, any disabling complications of pregnancy or childbirth, recovery from childbirth, injury, exposure to contagious disease which could be communicated to other employees or to students, medical or dental appointments, when such cannot be scheduled during non-working hours, and to illness, injury or death in the teacher's immediate family. The immediate family shall be defined as the teacher's mother, father, husband, wife, child (including step or foster parent or child), or other blood relative living as a permanent resident in the teacher's household. To attend the funeral of a near relative, a near relative shall be defined as the teacher's grandparents, mother-in-law, father-in-law, brother, sister, sister-in-law, brother-in-law, grandchild, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, or cousin. Leave to attend the funeral of a teacher's husband, wife, or child shall be limited to up to ten (10) consecutive school days. Regarding the remainder of the teacher's immediate family, leave to attend such funeral shall be limited to five (5) consecutive school days. To attend the funeral of any other relative not mentioned above, the leave shall be limited to two (2) days if the travel distance to the funeral is less than 200 miles one way and three (3) days if it is more than 200 miles one way. To attend the funeral of a friend, the leave shall be limited to one (1) day if the travel distance is less than 200 miles one way and two (2) days if it is more than 200 miles one way. Distance shall be calculated from the employee's current official residence as is on the record in the Central Office to the funeral of the deceased person. Proof of such distance shall be the responsibility of the employee. An estimate of the length of time the teacher will be off must be provided to the teacher's principal whenever possible. Sick leave must be taken in one-half or whole day increments.
- 2. Responsibility. All teachers shall be responsible for notifying their Building Principal or his/her designee when sick leave is to be used. Failure to notify the appropriate person is grounds for denial of benefits. A doctor's note verifying personal illness will be required for more than five (5) successive days of sick leave. Teachers are to contact their Building Administrator or his/her designee no later than 7:00 a.m. when sick leave is to be used. The principal's office should be notified each day during school hours if a substitute will be needed the following day. All teachers are to complete a sick leave form for the use of sick leave no later than five (5) days following the last day leave is used.
- 3. False Claim. No payment of salary or benefits will be made for an unauthorized absence and/or abuse of sick leave benefits. An unauthorized absence and/or sick leave abuse may be considered as grounds for disciplinary action.
- 4. Advancements. A returning teacher or a newly employed teacher who has not accumulated sick leave credits, shall be advanced ten (10) sick leave days. Said advance shall be charged against the sick leave he/she subsequently accumulates. No benefit shall be paid hereunder unless the teacher is physically able to earn subsequent sick leave credits.
- 5. Emergency Closing. Should the schools be closed during the period of a teacher's sick leave by an "emergency" day or holiday, as called by the Superintendent, such teacher will not be charged with a sick leave day.