

Staff Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of their position due to illness. Therefore, paid sick leave benefits are provided for all full time classified and certified employees in accordance with this policy.

Paid sick leave may be accumulated at the rate of one day per month contracted work onsite per year. Sick leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family and will be awarded as followed;

- 9 month employees receive 9 days
- 10 month employees receive 10 days
- 11 month employees receive 11 days
- 12 month employees receive 12 days

“Blackout Days”: defined as the first day of school and the last day of school, school days prior to recognized holidays and school days following recognized holidays, and other days noted on the school calendar. Staff will be deducted one and a half (1.5) days for absences on Blackout Days.

Staff may appeal to the Superintendent of schools to request an absence on a designated Blackout day for a possible waiver, and the appeal must be made prior to the request. In case of an emergency, a request to the Superintendent must be made within two days after the leave has been taken.

The Superintendent’s decision will be final.

For sick leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the superintendent.

All employees who exceed their contracted leave and accumulated leave will surrender the daily rate of pay as contracted unless volunteer sick days are donated in compliance of GCCAA-E.

An employee who is eligible for retirement in accordance with the Public Employees Retirement Association shall be paid for three-fourth of all accrued sick leave not taken based on the rate of pay for a substitute not to exceed payment for more than 30 days of accrued sick leave. The employee must have 20 years of service in North Conejos School District with the last 10 years being consecutive.

Vacation days awarded and not used within the contracted period will be transferred to the employee’s sick leave reserve before the next contracted period.

Evidence of illness may be required for approval of sick leave pay.

Sick leave shall not apply during vacation leave, paid holidays or leaves of absence.

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CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave