

Lakeland Joint School District No.272

## **Personnel**

### **Personal Sick Leave**

#### Personal Sick Leave

All benefited employees of the district will be entitled to sick leave. Certified employees are entitled to one (1) full day for each month of service. In order for classified employees to qualify for sick leave, the employee must have an assignment of 20-hours a week or more. Classified employees will then be entitled to one (1) day that is equivalent to the hourly time contributed. The Board requires medical verification from a licensed Physician for proof of illness and/or sickness after five (5) consecutive days. In no event will the Board provide compensation for unused sick leave except as provided by Idaho Code for retirement purposes.

Unused sick leave will be accumulated from year to year as provided in the classified handbook, as long as an employee remains continually in the service of this school district.

Employees may accrue unused sick leave. Upon retirement, an employee's accumulated unused sick leave must be reported by the District to the public employee retirement system.

Salary deductions shall be made for sick leave used in excess of that granted by this policy. For all employees, daily salary deductions shall be based on dividing the annual salary by the number of days required to be on duty during the school year.

#### Family Illness

Each employee will be allowed to use personal illness for immediate family illness to include spouse, children, siblings, parents, grandparents, grandchildren, in-laws, same members of the spouse's family, and dependents residing in the household. Medical verification of the family member's illness will be required to be provided to the District when the employee's absence extends after five (5) consecutive days.

#### Legal Reference:

I.C. § 33-1216. Sick and Other Leave  
 I.C. § 33-1217. Transfer of Sick Leave  
 I.C. § 33-1228. Severance Allowance at Retirement  
 29 USC 2601 et seq.,. General Requirements for Leave  
 29 CFR 825.100 to 825.800. Family Medical Leave Act

#### Policy History:

Adopted on: December 10, 2019  
 Revised on: August 13, 2025  
 Revised on: May 20, 2026