

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 3115
BUSINESS, NON-INSTRUCTIONAL

SICK LEAVE CLASSIFIED EMPLOYEES

1. Regularly employed classified personnel who work four hours or more per day shall accrue sick leave at the rate of 1 $\frac{1}{4}$ regular work days per month.

In compliance with NRS 391.180, an employee shall not be credited with more than 15 days sick leave in any one year.

Regularly employed classified personnel includes full and half-time secretaries, custodians, full and half-time teacher aides, regularly employed bus drivers, and food service personnel.

2. The total number of sick leave days is allowed to accrue without limit.
3. A doctor's statement may be required by the site administrator as described in the negotiated agreement.
4. Sick leave may be used for the following reasons:
 - (a) Illness in the family whose regular residence is in the home of the employee.
 - (b) Death in the family, including parents, grandparents, brother, sister, wife, husband, and children.
 - (c) Other deaths or serious illness with recommendation of supervisor and Superintendent.
5. If classified personnel employed on a twelve-month basis are absent for reasons outside the provisions of the School District sick leave plan, such absence shall be considered personal business, and shall be deducted from the salary of the employee at the rate of 1/260th of the annual salary for each day so missed.
6. Classified personnel, upon retirement from the District shall receive forty dollars (\$40.00) per day for each day of unused sick leave.
7. If a former employee, who has not entered the PERS system, returns to the district within three (3) years, all sick leave accumulated upon separation will be reinstated.