



Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of EMPLOYEE SICK LEAVE
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Status	
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3432 - **EMPLOYEE SICK LEAVE**

Employees are eligible to use paid sick leave in accordance with this policy. Any employee that is sick and will not be able to attend work on a scheduled work day shall contact the AESOP Substitute Reporting system as soon as possible. Employees are responsible for having the phone or website contact information for AESOP as well as their personal log-in and password information available as needed. Calls coming in after 7:00 a.m. the day of an absence should be made directly to the AESOP attendant at 920-986-3351 ext. 713. Sick leave is available for use by employees for:

- A. illness and doctor's appointments of the employee;
- B. illness and doctor's appointments of close relative or member of household;
- C. death of close relative or member of household.

The District Administrator or Principal may request a health care provider's note verifying the employee's illness in any case. In any case in which an illness causes absence from work in excess of three working days, the employee will be required to provide certification from a health care provider of the illness. Absences of more than three consecutive work days may be counted as leave under the FMLA (See Policy 3430.01).

Each member of the professional staff employed on a full-time basis shall be entitled to ten (10) days of sick leave as of the first day of employment of each contract year. Less than full time employees will be granted one sick day for each 10% of time actually contracted. Sick days may be taken in half or full day increments.

Carryover of Unused Sick Leave

Unused sick days may be carried over for use by the employee in future years.

Personal Leave

All personal leave will be granted based on the number of sick days each teacher has accrued. Teachers will be granted personal leave according to the following:

1 – 49 personal health days	2 days personal leave with deductions from sick days
50-99 personal health days	1 day personal leave without deductions and 1 day personal leave with deduction from sick days
100-119 personal health days	2 days personal leave without deduction
120 or more personal health days	3 days personal leave without deduction

All personal leave not subject to deduction from sick days will accumulate up to a maximum of six (6) days.

Personal leave must be approved by the District Administrator. Personal leave may be limited to three (3) employees per day. Employees must request personal leave at least three (3) days before the leave is taken unless an emergency situation exists and then a reasonable time of advance notice shall be allowed.

Revised

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Last Modified by Nichole Schweitzer on July 18, 2018