



Book	Policy Manual
Section	4000 Support Staff
Title	Copy of EMPLOYEE SICK LEAVE
Number	po4432
Status	
Adopted	March 23, 2012

4432 - **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 4430.01).

This policy applies to all support staff to the extent it is not inconsistent with the provisions of any current collective bargaining agreement.

Full-time year-long employees will receive twelve (12) sick days per year. Full-time school-year employees will receive ten (10) sick days per 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. Employees may accrue up to a total of 125 days of sick leave.

Accumulated sick leave shall be calculated by adding the remainder of the unused sick leave at the end of the school year to the accumulated leave from the previous year.

The leave will be computed and accumulated on July 1 of each year and be based at the employee's regular rate and hours actually worked per day (i.e. an employee who works six and a half (6.5) hours per day will receive six and a half (6.5) hours of pay per sick leave day).

Accrued Sick Leave at End of Employment

Accrued but unused sick leave will be paid out at the rate of \$50 per day to any employee upon retirement in the form of a cash contribution to a health savings account or similar account for the use of the purchase of health care, provided the following occur:

- A. the employee retires from the District;
- B. the employee is age fifty-seven (57) or older;
- C. The employee has had at least fifteen (15) years of service to the District on the date of retirement.

Personal Leave

Each full-time employee may be granted two (2) days of personal leave which shall be charged to accrued sick leave. Employees who have accumulated 75 sick days will be entitled to two (2) personal days one (1) deducted from sick days and one (1) not deducted from sick leave. The additional personal day will be used first and will be non-cumulative. The use of personal leave is conditioned upon approval of the supervisor and advance notice.

Revised

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Last Modified by Nichole Schweitzer on July 18, 2018