

Staff Sick Leave

The Board recognizes that there may be a time when an employee is unable to fulfill the duties of his/her position due to a medical problem. Therefore, employees may accrue sick leave in their personal sick bank from unused paid time off (PTO) days.

At the discretion and approval of the Superintendent sick leave may be taken by an employee from their personal sick bank for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family. Verification of the illness or appointment may be required after the initial two approved draws of leave from the personal sick bank.

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

Evidence of illness may be required for approval of personal sick bank usage.

Personal sick bank leave shall not apply during vacation leave, paid holidays or leaves of absence.

If an employee resigns or retires after 10 years in the district and has 75 or more days of accumulated sick leave (combined total of sick bank and PTO) he/she would receive a payment of \$1,500.

If an employee resigns or retires after 15 years in the district and has 75 or more days of accumulated sick leave (combined total of sick bank and PTO) he/she would receive a payment of \$1,850.

If an employee resigns or retires after 20 years in the district and has 75 or more days of accumulated sick leave (combined total of sick bank and PTO) he/she would receive a payment of \$2,200.

Any accumulated days above 75 will be discarded and cannot be allocated to any other source.

Adopted: November 14, 1978

Revised: July 14, 1998

Revised and recoded: October 18, 2011

Revised: June 15, 2015

CROSS REFS.: GBGH, Sick Leave Bank
GBGF, Federally-Mandated Family Leave