

PERSONAL ILLNESS, LICENSED PERSONNEL

Licensed personnel shall be granted fifteen (15) days of sick leave with full pay per consecutive year of employment. Consecutive years shall refer only to the employees most recent consecutive years of employment. Any portion of the employee's yearly sick leave unused shall be accumulated not to exceed the total of 120 days including the year during which the 120 day total is accumulated. All licensed employees must report for work at least one day to receive any sick leave benefits.

Sick leave may only be used for leave due to illness or injury and the District shall be provided with reasonable evidence from the attending physician relative to the employee's condition if requested from the employee. The District may also request medical evidence that an employee is capable of performing duties when the administration has a serious concern of the individual's physical or mental health.

If an employee is eligible to receive Workers' Compensation benefits, his/her sick leave shall be reduced in proportion to the amount of payment received relative to his/her full pay. If the employee is informed of and elects to receive full pay, then a full day of sick leave shall be deducted for each day of absence.

Pregnancy and complications of pregnancy are addressed in the current Master Contract.

Sick leave shall not be considered as accrued and shall not be payable to the employee upon termination of employment.

To account for used sick leave, each day is to be considered in units of two halves. Example:

- (1) An employee reports for work and then has to leave due to illness.
 - (a) Leaves after the workday begins but before 12:00 noon. Charge for one-half day sick leave.
 - (b) Leaves after 12:00 noon. Charge for one-half day sick leave.
 - (c) Leaves after 1:00 p.m. Administrative discretion.
- (2) Does not report for work. Charge a full day of sick leave.

LEGAL REFERENCE: Code of Iowa, Chapter 20; Sections 85.33; 85.34; 85.38(3); 279.40
CROSS REFERENCE: Board Policies 410.010
DATE OF ADOPTION: January 14, 1987
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