

PERSONAL ILLNESS, CLASSIFIED PERSONNEL

Classified employees shall be granted leave of absence for personal illness or injury with full pay as follows:

1. The first year of employment 10 days
2. The second year of employment 11 days
3. The third year of employment 12 days
4. The fourth year of employment 13 days
5. The fifth year of employment 14 days
6. The sixth year of employment 15 days

The above amounts shall apply only to consecutive years of employment with the employer. Unused sick leave shall be accumulated not to exceed the total of 120 days. The employer shall, in each instance, require such reasonable evidence as may be desired confirming the necessity of such leave of absence. 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. Sick leave shall not be considered as accrued and shall not be payable to the employee upon termination.

A sick leave "day" for part-time classified employees shall be defined as equivalent in length to that of the employee's regular work day. By way of example, a classified employee who regularly works four hours per day would earn ten 4-hour "days" of sick leave during that year of employment with the district.

Each day is considered in units of two halves.

Ex. 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 one-half sick leave.
- (b) Leaves at 12:00 noon - Charge one-half day of sick leave.
- (c) Leaves after 1:00 p.m. - Administrative discretion.

Ex. 2 - Does not report for work. Charge a full day of sick leave.

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 shall be treated as any other illness.

Each employee shall be granted seven (7) days each year for family illness leave for sickness or injury to employee's spouse, child or parent. Such leave shall be deducted from employee's personal sick leave.

LEGAL REFERENCE: Code of Iowa, Chapter 20; Sections 85.33; 85.34; 85.38(3); 279.40
CROSS REFERENCE: Board Policies 404.000; 404.010; 410.020; 408.000; 410.000
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