

SICK LEAVE POLICY

Professional Staff

Fifteen (15 days per the first two (2) years will be granted to each teacher signing his/her first contract in the Jamestown Public Schools. Each succeeding year, ten (10) days will be granted per year, accumulating to a possible 135.

Support Staff

Employees earn one sick day (based on hours reflected on letter of employment) per month, cumulative to 960 hours. The District Administrator may request a medical examination if excessive absence occurs. Excessive absences are defined on a case by case basis by the District Administrator.

When paid leave is available for FMLA (Family and Medical Leave Act) purposes, the Paid leave must be taken first and will be counted as part of the FMLA leave.

Use of Sick Leave

Sick leave may be used for the following reasons:

1. Personal illness, injury or disability that prevents an employee from performing their duties **or**
2. Personal medical appointments **or**
3. Sick leave may be used for medical reasons involving any family member or relative

Employees are encouraged to schedule personal or family medical appointments outside of work hours when possible. Employees who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during significant public health events. In the event of a significant public health event, schools may be closed to just students, or to all employees and students. If schools are closed only to students, employees are expected to work regular schedules, unless directed otherwise by administration, or use appropriate leave.

Sick leave cannot be used to make up for work missed due to weather conditions, blocked roads or other similar circumstances.

After being absent for over 4 consecutive days, an employee may be asked to provide a note from their medical provider confirming the need for sick leave.

Any false claim for or fraudulent use of sick time can be cause for disciplinary action, up to and including termination.

Disability Resulting from Pregnancy Leave

Disability or physical limitations resulting from pregnancy shall be treated the same as any other illness, injury, or disability for the purpose of sick leave and is subject to the limitations of this policy. The employee is free to determine when she will commence her

leave in accordance with her healthcare provider's recommendations. The District will not mandate that pregnancy leave be taken for a prescribed duration of time. Requests for sick leave resulting from a disability or physical limitation related to pregnancy, child birth, or a post-pregnancy condition shall be made in accordance with board regulations on sick leave documentation requirements and may, at the employee's discretion, occur earlier than timeframes contained in regulations in order to allow the District ample time to locate a replacement.

Long-Term Sick Leave

Leave for a serious health condition will be granted in accordance with District's FMLA policy.

Sick Pay

Sick pay shall be paid at the employee's base rate at the time the leave is taken. Sick time is paid only for days on which the employee would otherwise have worked a regular schedule, and not for absences on Saturday, Sunday, or school holidays.

Requesting Sick Leave

Requests for sick leave shall be made in accordance with administrative regulations (DDA-AR).

Sick leave may be taken in full days or the following increments: Professionals one-hour, Ancillary .25.

Separation

Employees shall not be paid for any accrued, unused sick leave upon separation from district employment.

Leave Records

The Business Manager shall record employee leave, verify that the leave record is accurate, and maintain and make available leave records for each employee

The District shall retain leave records for all separated employees for a period of at least six years from the date of separation.

Complementing Policies:

- DDA-AR Sick Leave Requests
- DDAA- Family & Medical Leave Act
- DDAA-BR Family & Medical Leave Act Regulations
- DDAA-E Family & Medical Leave Act Law
- DDAA-E2 FLA Forms