

## EMPLOYEES - Series 400

### 409 Licensed - Personnel Absences and Leaves

#### 409.5 Personal Illness/Disability

Licensed employees shall be granted leave of absence for personal illness or injury with full pay as agreed to in the Master Contract. The board shall, in each instance, require such reasonable evidence as it may desire to confirm the necessity of such leave of absence.

Should the personal illness occur after or extend beyond the sick leave accumulated allowance, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Persons employed for less than a full contract year shall be allowed sick leave in the amount of the annual entitlement divided by the number of months in a full annual contract, multiplied by the number of remaining months in the contract. For the purpose of calculation, employees shall be considered as starting on the first of the month nearest the actual starting date.

The Board may request medical documentation as stated above.

Should the personal illness occur after or extend beyond the paid leaves, the employee shall comply with the board policy regarding family and medical leave.

Adoption Date: January 24, 1983

Review Date: February 21, 2008

Revision Date: December 12, 2000

Legal References: Whitney v. Rural hid. School District, 232 Iowa 61, 4 N.W.2d 394 (1942). 26 U.S.C. Section 2601 et seq. (Supp. 1993)  
29 C.F.R. Pt. 825 (1993)  
Iowa Code Section 20; 85.33,34,38(3); 216; 279..40 (1995).  
1980 Op. Att'y. Gen. 177, 353.  
1952 Op. Att'y. Gen. 91.

Cross Reference: 403.8 Licensed Employee Family and Medical Leave  
409.13 Licensed Employee Unpaid Leave