

EMPLOYEES – Series 400

1. Support Employee – Vacation/Leave of Absence

414.3 Personal Illness

All support employees will receive 12 days of sick leave per year.

The term of the school year is from July 1 to June 30.

When more than two consecutive days are used, employee must provide doctor's excuse for absence. Excuse must include diagnosis and reason employee is unable to perform work. In case of communicable disease, the staff member must provide written verification that they are disease free and able to return to work before being allowed to return to work. If no excuse is provided, days will be taken off accumulated vacation (for custodians) or will be unpaid if vacation is not available.

If an employee does not need to use his/her allotted days during the year, the unused days will be added to his/her allowance for the succeeding year, up to a maximum accumulation of ninety-five (95) days. In case of absences or illness or injury in any one year exceeding the days allowed for that year, the excess shall be deducted from the employee's accumulated days.

Except when prevented by circumstances beyond his/her control, the employee must report his/her intention to be absent from duty as soon as possible to his/her principal or supervisor, but in any event not later than 7:00 a.m. on the day of absence.

The Board may, in each instance, require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

An employee may use five (5) days per year from his/her sick leave for physical illness or injury to the employee's or spouse's immediate family (spouse, child, sister, brother, grandparent, grandchild, parent, guardian); and the employee's absence is necessitated by that physical illness or injury.

Foreseeable Absences Necessitated by the Employee's Medical Condition

The employee must notify the superintendent of any medical condition, which will or may necessitate the employee's absence from work on account of his/her inability to perform assigned duties. This notification, which shall be in the form of a physician's certificate, must be submitted to the superintendent no less than thirty (30) days prior to the commencement of the absence and shall consist of statements by the physician certifying:

1. The existence of a medical condition; and
2. That the condition is such that it will necessitate an absence from work; and
3. The probable duration of the absence necessitated by the medical condition, including a specification of anticipated probable dates of both departure from service

and return to service; and

4. That the employee is able to safely perform his/her assigned duties other than during the certified period of the absence necessitated by the medical condition.

It shall be the responsibility of the employee to keep the superintendent advised of any changes in the employee's probable date of departure and/or return to service. Notification of such changes shall be in the form of a physician's certificate, unless the superintendent advises the employee that some other form of notification will suffice.

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