

4200-R Sick Leave

General Information

- Sick leave will be granted an employee
 - When an illness or disability prevents the employee from carrying out ~~his/her~~ their work assignment, or
 - When it is necessary for the employee to take care of an immediate family member who is in the hospital or to provide primary physical care to an immediate family member.
 - For extended illness of more than three (3) consecutive days, verification by medical authority will be required. Verification by a medical authority of an appointment for those missing less than three (3) days may be required.
- Sick leave may also be approved by the Human Resources Department for bereavement in the case of the death of a close friend or relative outside the immediate family. ~~or in the case of a critical illness within the immediate family of the employee or spouse.~~
- Unused sick leave will accumulate without limit. Unused convenience leave in excess of the convenience leave bank maximum will be converted to sick leave.
- Sick leave cannot be used to make up for work missed due to weather conditions, blocked roads or other similar circumstances. In those situations, convenience leave, vacation leave or pay dock must be used.
- Misrepresentation of sick leave will result in a pay dock, as well as other disciplinary actions the supervisor/administrator deems appropriate, up to and including termination.
- After being absent for five consecutive days, an employee may be placed on family medical leave.

Non-Administrative Certified & Licensed Professional Employees

Full time employees who have less than 10 years of service will be granted seventy-two (72) hours of sick leave. Employees with 10 or more years of employment with Campbell County School District will receive sixty-four (64) hours of sick leave. Annual sick leave for new non-administrative certified and licensed professional employees will be prorated based on their date of employment. A reduction of sick leave for employees with ten (10) or more years of service is replaced by an increase in convenience leave. Non-Administrative certified employees and licensed professional employees will have the year's allotment of sick leave and convenience leave days available beginning the first day of work.

Educational Support Personnel

With the exception of temporary, summer, and student employees, hourly Educational Support Personnel in positions with a fixed weekly schedule of assigned hours will earn sick leave. Variable and irregular assignments do not qualify. Partial months will not earn sick leave. Sick leave hours earned each month will equal assigned hours per week divided by five. Educational Support Personnel will accumulate sick leave monthly. Sick leave will not be granted in advance of it being earned.

Employees in twelve-month positions with less than ten (10) years of employment with Campbell County School District will receive *eighty-eight (88) hours of sick leave. No sick leave will be earned in their last pay period of the fiscal year.

Employees in twelve-month positions with ten (10) or more years of service will receive *eighty (80) hours of sick leave. No sick leave will be earned in their last two pay periods of the fiscal year.

Employees in 9 and 10 month positions with less than 10 years of service will receive *seventy two (72) hours of sick leave.

Employees in 9 and 10 month positions with* ten (10) years or more of service will receive sixty-four (64) hours of sick leave. No sick leave will be earned in their last pay period of the fiscal year.

*Sick leave is prorated based on an individual's full-time equivalency (FTE).

Administrative Staff

Administrative personnel, ESP supervisors, managers and salaried non-exempt employees who have less than ten (10) years of service will be granted eighty-eight (88) hours of sick leave. Administrative personnel, ESP supervisors, managers and salaried non-exempt employees with ten (10) or more years of employment with Campbell County School District will receive eighty (80) hours of sick leave. Annual sick leave for new administrative personnel and classified supervisors will be prorated based on their date of employment. A reduction of sick leave for employees with ten (10) or more years of service is replaced by an increase in convenience leave. Administrators, managers, supervisors, and non-exempt personnel will have the year's allotment of sick leave days available beginning the first day of work.

ADOPTION DATE:

September 27, 1988; Revised October 3, 1991; March 27, 1995; June 4, 1997; April 10, 2000; Reviewed November 14, 2006; Revised May 12, 2015; May 24, 2016; **Minor Revisions December 13, 2022**

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

4205 4065, 4065-R, 4150, 4208, 4208-R, 4209

ADMINISTRATIVE REGULATION: