

SICK LEAVE

Professional Personnel

Sick leave for teachers is a part of the negotiated agreement.

Classified Personnel

Every full-time and part-time classified employee may receive paid sick leave in the amount of one of the employee's working days for each month employed, accumulative to 120 days.

A maximum of two days sick leave from the total annual allowance may be used for doctor and dental appointments, **which are strictly for treatment or diagnosis of the employee, not their family members.**

Emergency Leave

1. Emergency Leave
 - a. A maximum of five days sick leave from the total annual allowance may be used for accidents, illness, or death involving the employee's or spouse's immediate family. *Immediate family* is defined as spouse, children, mother, father, brother, sister, grandparents, grandchildren, and the spouses of brothers, sisters, and children. Of these five allowable days, one may be used for a person outside of the definition of immediate family.
 - b. After an employee has used his/her personal leave, additional emergency leave may be granted. The building administrator should forward a written request on behalf of the employee to the Superintendent for consideration.

The Following Pertains To All Staff

The administration has the right, at its discretion, to request medical certification as a prerequisite for the awarding of sick leave. In the event of such a request, sufficient medical evidence must be provided to the Superintendent indicating the nature of the disabling condition, the exact period of disability, and the physician's statement verifying that the employee is unable to carry out his/her duties.

In the event a second medical opinion is requested by the administration, the expense shall be paid by the District.

Disability resulting from pregnancy shall be treated as any other disability for the purpose of sick leave and is subject to the limitations of the sick leave policy. The employee is free to determine when she will commence her leave. The District will not mandate that pregnancy leave be taken for a prescribed duration of time. Requests for sick leave must include the nature of the disability and shall be made subject to the provisions of any negotiated agreement or classified benefit package and may, at the employee's discretion, occur earlier than timeframes contained in order to allow the District ample time to locate a replacement. Sick leave does not cover child rearing. The employee may apply to his/her immediate supervisor for leave without pay for child rearing purposes

and the immediate supervisor will confer with the Superintendent or designee. See Family and Medical Leave Policy DDAA.

When use of sick leave becomes necessary, it will be reported to and approved by the employee's immediate supervisor.

Long-Term Sick Leave

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

Complementary Documents

- DDAA, Family & Medical Leave Act
- DDAA-BR, Family & Medical Leave Act Regulations
- DDAA-E, Family & Medical Leave Act Law
- DDAA-E2, Notice of Eligibility & Rights/Responsibilities under FMLA
- DDAA-E3, FMLA Designation Notice

End of Dickinson School District #1 Policy DDA..... Amended: 08/11/14