

EMPLOYEE SICK LEAVE

The purpose of sick leave is to protect the employees when he or she becomes ill. It is a form of insurance and not a form of compensation.

In accordance with state law (ORC 3319.141) employees of the Board of Education except for substitutes, adult education instructors who are scheduled to work the full-time equivalent of less than one hundred twenty days per school year, or persons who are employed on an as-needed, seasonal, or intermittent basis, shall be entitled to fifteen days sick leave with pay, for each year under contract, which shall be credited at the rate of one and one-fourth days per month. Employees may use sick leave, upon approval of the responsible administrative officer of the school district, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which would be communicated to other employees, and to illness, injury, or death in the employee's immediate family.

Unused sick leave shall be cumulative up to the number of days approved by the board of education and in accordance with the negotiated agreement. The previously accumulated sick leave of an employee who has been separated from public service may be placed to his/her credit upon re-employment to the public service, provided that such re-employment takes place within ten years of the date of the last termination from public service.

Any employee who transfers from one public agency to another shall be credited with the unused balance of his/her accumulated sick leave. No transfer of sick leave credit from another state will be credited.

I. Sick leave allowance

- A. Each newly hired employee (as identified above) shall be credited with 1.25 days the first month of hire and each month thereafter. If any days are used, they shall be deducted from the total sick leave which may accumulate during the first year of service. An employee shall be advanced a minimum of five paid days each year for illness when the employee has no accumulation to draw upon. Sick leave which is advanced to a employee must be charged to any subsequent accumulation.
- B. For computing sick leave allowance, a month shall be considered as the calendar month.
- C. No employee shall lose his/her accumulated allowance of unused sick leave by reason of having been absent for a period without pay. No employee shall accumulate additional days of allowance during an absence without pay.
- D. Employees shall be paid for days of absence as authorized in this policy.

II. Requirements for sick leave allowance

- A. An absence resulting from personal illness or injury should be reported immediately to the employee's immediate supervisor.
- B. For classified employees, the building/department attendance person will report such absence utilizing the Kronos system. The Kronos timecard will be approved by the employee and supervisor.
- C. When an employee is absent for more than three consecutive days because of personal illness, a doctor's statement may be required. If an employee is absent immediately preceding or following a holiday, a doctor's certificate may be required.
- D. An employee who has been absent because of personal illness for three weeks or more shall, before returning to duty, submit satisfactory evidence of ability to perform his/her duties.
- E. In cases of exposure to contagious disease which could be communicated to other employees, the approval of a licensed physician must be presented to certify the employee may report to duty.

III. Illness in family

Employees may use sick leave upon approval for absence due to illness in the employee's immediate family. For absences in excess of three consecutive days a doctor's statement may be required.

Any days of such absence which are not approved shall be deducted from the employee's salary in accordance with Board policy. Immediate family shall include mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter, daughter-in-law, spouse, son, son-in-law, grandmother, grandfather, grandchild or a relative who is a permanent resident in the employee's home. Any absence pertaining to the employee (himself/herself) or to the immediate family shall be interpreted as illness in the family and charged to sick leave, (including appointments for glasses, dental, etc.). If the absence is due to the need to be with friends or persons not included as members of immediate family, then the absence shall be charged as emergency leave and not sick leave.

IV. Death in family

An employee may use sick leave in the event of death in the immediate family. Such absence shall be included within the sick leave provisions. Immediate family shall include mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter, daughter-in-law, spouse, son, son-in-law, grandmother, grandfather, grandchild or a relative who is a permanent resident in the employee's home. Limited exception to the above specified individuals may be granted at the discretion of the superintendent.

V. Unauthorized

Absence from duty not authorized by Board of Education policies or by the superintendent under Board policies, and/or the law governing absence of employees shall be considered unauthorized absence. No payment of salary shall be made for unauthorized absence. Unauthorized absence from duty shall be considered grounds for suspension or dismissal of the employee.

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LEGAL REFS.: ORC 3313.202
3319.13, 3319.14.1, 3319.141 (1995 OAG No. 003)
Family and Medical Care Leave Act of 1993

CROSS REFS.: DLB, Salary Deductions
GDPC, Retirement of Specialized Staff Member
GDPD, Suspension and Dismissal of Support Staff Members