

At the beginning of the employment year, all non-certificated employees of this district, who regularly work twenty (20) hours or more per week, and all certificated employees, who work half-time or more per week, will be entitled to sick leave with full pay of one (1) day for each month of service in which they work a majority portion of that month, as projected for the employment year. Employees who work more than 20 hours per week, but less than full-time, will have the sick leave prorated by the full-time equivalent (FTE) worked.

“Employment year” is defined as beginning July 1 and continuing through June 30 of the following year for employees who are scheduled to work 12 months per year.

“Employment year” is defined as beginning September 1 and continuing through August 31 for employees who are scheduled to work less than 12 months per year.

“Month of service” is the individual employee’s monthly work schedule for which they are hired to work.

CALCULATION OF SICK LEAVE

Sick leave will be calculated pursuant to the employee’s “month of service,” as projected at the beginning of the employment year. If it is projected that the employee will work a majority portion of the hours for which he/she is normally scheduled during any given month, he/she will be entitled to sick leave for that month. Sick leave benefits will not be credited for those months in which the employee is not projected to work a majority portion of his/her month of service.

Certificated Employees: Sick leave for certificated employees will be calculated by the day, or percentage thereof, as defined in the individual employee’s contract. Additional sick leave may be provided to certificated personnel when the negotiated agreement between the district and the local education organization so specifies.

Non-Certificated, Full-Time Employees: Non-certificated, full-time employees who are scheduled to work 40 hours per week, 12 months per year, will be credited sick leave at the rate of one (1) eight-hour day per month of service. Non-certificated, 12 month employees who work less than full-time, but more than 20 hours per week, will be credited sick leave at a rate calculated proportionate to the average hours worked per day.

Non-Certificated, School-Year Employees: Non-certificated employees who work less than full-time, but more than 20 hours per week, will be credited sick leave at a rate calculated proportionate to the average hours worked per school day for the months of September through June.

NOTICE OF CREDITED SICK LEAVE

Each employee will be credited sick leave for the employment year, and notified of the sick leave benefits to which he/she is entitled, at the beginning of the employment year, or first day of employment if employment commences during the employment year.

MEDICAL DOCUMENTATION

To protect the district against malingering and false claim of illness, an employee may be required to provide proof of illness, at the discretion of the superintendent or designee. The superintendent or designee may require proof of the employee's ability to return to work following an illness.

ACCUMULATION OF SICK LEAVE

Unused sick leave will be accumulated from year to year, cumulative to an unlimited total, or as otherwise provided in the negotiated agreement, as long as an employee remains continually in the service of this district.

If a new employee has been employed by another district or state educational agency during the year immediately preceding, that individual's accumulated sick leave, will be secured for, and credited to, that new employee upon proper documentation from the other district.

In no event will the board compensate an employee for unused sick leave, but the ability of the board of trustees to approve retirement severance pay is not limited or prohibited by this policy.



LEGAL REFERENCE:

Idaho Code Sections

33-1216 through 33-1218

Family Medical Leave Act

29 USC Section 2654

58 CFR 31812 through 31839

Porter, et al. v. Bd. of Trustees, Preston School District No. 201, 105 P.3d 671 (Idaho 2004).

ADOPTED: November 14, 2006

AMENDED: February 20, 2007