

SICK LEAVE, CLASSIFIED EMPLOYEES

1. **Definition of Sick Leave:** Sick leave is an authorized absence, which is due to:
 - a. Physical or mental inability to perform the usual and customary duties of a position due to illness or injury.
 - b. A visit to a licensed physician, dentist, medical practitioner, psychologist or other therapist for examination, treatment, consultation, or therapy.
 - c. Serious or emergency illness of your immediate family.

(Please consult your employment contract and Merit System Rules for sick time off allowances for the care of immediate family members.)

2. **Sick Leave Per Year:** Regular 8 hour a day, 12 month a year classified employees earn 102 hours sick leave per year; 8 hour a day, 10 month a year employees earn 85 hours; six hour a day, 10 month employees earn 64 hours; and five hour a day, 10 month employees earn 53 hours. Sick leave hours for other part time employees are prorated.
3. **Carry-Over of Sick Leave:** Sick leave accrued, but not used, shall carry over from one fiscal year to another with no limit on accumulation.
4. **Sick Leave Advanced:** At the beginning of each fiscal year, the sick leave account of employees is increased by the number of days of paid sick leave which would normally be earned in the ensuing fiscal year.
5. **Probationary Employees, Sick Leave:** New probationary employees may not use more than six (6) days of paid leave during their initial probationary period. This rule shall not apply to those regular classified employees who have previously completed a probationary period in a lower or equal classification.
6. **Notification of Absence:** In order to receive compensation for sick leave, you must notify your immediate supervisor (or Instructional Assistants the Substitute Caller) prior to the start of the working day if possible, but not later than the first working hour of the first day of absence unless conditions make such notification impossible. Instructional Assistants must also notify their immediate supervisor of absence requirements as soon as possible after notifying the Substitute Caller.
7. **Notification of Return to Work:** In order to allow the Office the opportunity to make arrangements to terminate the services of substitutes, you must notify your immediate supervisor (or for Instructional Assistants the Substitute Caller) of your impending return as soon as possible, but not later than 3:00 p.m. of the work day preceding the day on which you plan to return to work.
8. **Doctor's Note: 5 Days Absence:** If you are absent over five working days, you must provide the Office a doctor's statement outlining the nature and duration of the illness or injury, and the date on which you can be expected to return to work. The doctor's statement must be submitted to the Personnel Office **prior** to your return to work. If you unable to return to work on the date specified by your doctor, you must obtain an extension of the date you were expected to return to work.

If you are returning from surgery or illness requiring hospitalization, regardless of the duration of the absence, you must provide medical verification of fitness to fully perform all the duties of your position. In addition, the Office may send you to an Office appointed physician for examination at the Office's expense.

9. **Additional Sick Leave:** Supplemental sick leave is granted to permanent employees (probationary employees are not eligible) who exhaust all accumulated sick leave but who are ill or injured and unable to return to work. After exhaustion of all paid sick leave, or, at your option, all paid sick leave, vacation, compensatory time or other paid leave is used, you will be granted supplemental leave for a maximum of 100 working days in a fiscal or school year. You will receive 50% of your regular salary during the period you are on supplemental leave.

Sources: Merit System Rules & Regulations and Classified Employee Contracts