

A. Entitlement

Sick leave may be used for absences that are medically necessary and caused by illness, injury, maternity disability, or quarantine for the employee. A teacher who works five (5) days per week for a full contract year shall be annually entitled to ten (10) days leave of absence for the purpose of sick leave use.

B. Notice of Intended Use

The teacher shall notify his/her immediate supervisor or other designee of the need to be absent from service as soon as known, but in as much reasonable time as is necessary to secure a substitute. The teacher shall also estimate the length of time he/she expects to be absent from service.

An employee becoming aware of the need for absence due to surgery, or other predictable or previously scheduled cause, shall submit a statement from his attending physician as far in advance of the initial disability date as possible. The physician's statement shall include the beginning date of disability, the cause of disability, and the anticipated date of the employee's return to active service.

C. Use of Sick Leave

Any unused sick leave credit may be used by the employee for sick leave purposes, without loss of compensation. Upon use of all accumulated sick leave credit, an employee who continues to be absent for purposes of this policy shall receive differential pay (difference between the teacher's daily rate and the actual cost of the substitute teacher or if no substitute was employed, the amount that would have been paid to the substitute had he or she been employed) for a period not to exceed five (5) school months. In order to qualify for differential pay, an employee shall first use all accumulated sick leave credit and in no event shall days of differential pay when combined with days of sick leave use exceed one-hundred (100) days in any school year. Only one increment of differential pay shall be allowed per illness or accident. If a school year terminates before differential pay is exhausted, the employee may take the balance of the differential pay in a subsequent school year.

D. Returning From Sick Leave

Immediately upon return to active service, the employee shall complete the District absence form and submit it to his immediate supervisor. The employee shall provide, upon District request, additional verification of medical reasons for the use of these leave provisions.

An employee who has experienced a disability absence requiring surgery, hospitalization, or extended medical treatment, shall prior to reinstatement to his position, be required to submit a medical statement indicating an ability to return to his/her

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position classification without restrictions or detriment to the employee=s physical and emotional well-being.

An employee shall be charged with one additional day of sick leave absence if he fails to notify his immediate supervisor, or his office of intent to return prior to the close of the preceding school day.