

PERSONNEL SERVICES

Policy 4310

Absences, Leave and Vacation

General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated and support staff will have available days of sick leave per school year based on months of service and FTE. [Examples: Employees on a 179 day contract will have available 10 days and twelve-month employees will have available 12 days yearly. A nine-month employee at .30 FTE would have available 3 days yearly.] Of the total available sick leave days, 2 may be used as personal days each year.

Sick leave is cumulative to 36 days. Accumulated sick leave days above the allowable 36 at the end of a school year will be paid at a rate of \$15 per day. This payment will be forfeited if the employee is not offered a contract or does not accept a contract for the following school year.

Upon retirement, an employee will be paid at a rate of \$15 per day for all accumulated unused sick leave.

The Superintendent/designee will determine and review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination. Unless a long-term illness or disability is involved, any employee using more than the allotted number of sick days for that school year will be considered at the excessive level.