

## **EMPLOYEE SICK LEAVE POLICIES AND PROCEDURES**

Excessive absence on the part of School District employees has a negative effect on the services afforded to the School District, on the instructional program, the continuity of instruction to all pupils and the morale of other employees.

This is to help you understand the policies and procedures of the School District insofar as personal illness and maternity leave are concerned.

### **PERSONAL ILLNESS ACCRUAL**

- A. Regular, full-time employees, below the level of Director, and long-term substitutes are eligible for full salary for ten (10) days each year for non-work related illness or injuries, cumulative to an unlimited maximum. Part-time, regular employees may be eligible for a prorated amount of sick leave depending on the number of days or hours worked.
- B. Employees at the Director level or above are granted one year of sick leave in Lieu of sick leave accrual or the wage continuation benefit. (See "Extended Absence for Personal Illness-No Wage Continuation Benefit")

### **APPROVAL REQUIRED**

Employees are required to request approval for all absences due to personal illness and illness in the family on the appropriate forms: Form SEH-86 for three (3) work days or less, and Form SEH-3 for absences in excess of three (3) consecutive work days.

### **EXTENDED ABSENCE FOR PERSONAL ILLNESS-WAGE CONTINUATION BENEFITS**

Employees at the Director level or above are granted one year of sick leave for an extended illness, in lieu of the wage continuation benefit. Employees are required to submit medical documentation as previously described. If an employee is out on extended illness, the criteria set forth in the following section must be met to re-establish the one year of sick leave.

### **EXTENDED ABSENCE FOR PERSONAL ILLNESS-NO WAGECONTINUATION BENEFIT**

Employees at the Director level or above are granted one year of sick leave for all illness in lieu of the wage continuation benefit. Employees are required to submit medical documentation. If the employee is unable to return to work at the end of the one-year period, he/she will be given the option to resign or retire.

All other employees who do not elect to participate in the wage continuation benefit program or those who are ineligible to participate in the program (due to their part-time status) are entitled to unpaid sick leave once all personal illness days have been

used. The unpaid sick leave is granted for a period not to exceed one year. Once in unpaid status, employees are still required to submit the required documentation as previously described. If the employee is unable to return to work at the end of the one-year period, he/she will be given the option to resign or retire.

**ABSENCE OF LESS THAN ONE YEAR-REESTABLISHMENT OF FULL WAGE CONTINUATION BENEFIT PERIOD**

The following regulations will apply to an employee who has been absent for an extended absence of less than one year:

- A. An employee who is absent due to illness for more than 3 months but less than 6 months must return to work on a continuous basis for 3 months to be eligible again for a full year of wage continuation benefits. Any **approved** leave taken within this 3-month period, with a maximum of 3 days of personal leave and 3 days of sick leave or wage continuation benefits will **not** break the continuity of service.
- B. An employee who is absent due to illness for more than 6 months must return to work on a continuous basis for 5 months to be eligible again for a full year of wage continuation benefits. Any **approved** leave taken within this 5 month period with a maximum of 3 days of personal leave and 5 days of sick leave or wage continuation benefits will **not** break the continuity of service.
- C. Employees who return to work after an extended absence for personal illness and find it necessary to use more than three/five days of Personal Illness, wage continuation benefits, or approved leave may do so if they have accumulated personal illness days, or are covered for that period under their wage continuation benefits plan. In such cases, all benefits will cease when the total number of days employees are absent due to illness equals their entitlement under their plan. Any employee who uses more leave than allowed during the three or five month return to work period will not reestablish his/her one year of wage continuation eligibility. The absences of the employee will be cumulative and include the initial period of extended absence due to illness and all subsequent absences during the continuance return to service period.

All employees who are on approved sick leave and are being compensated either by sick leave or wage continuation benefits shall not be permitted to engage in any remunerative occupation during the duration of their sick leave. Non-compliance with this policy is significant grounds for dismissal from service.

Any employee of the School District who is on approved sick leave for a period of more than three consecutive days who deems that he/she is able to perform other activities which include but are not limited to engaging a non-remunerative occupation, assisting another or others in the conduct of a remunerative occupation, or undertaking educational or volunteer activities outside of the home must obtain permission to perform such activity or activities from the Executive Director of Human Resources who shall consult with the Director of Employee Health Services for advice. Such a request must be timely submitted, in writing, and must include a description of the nature of the activity, and specifics with respect to the location and the duration of the activity and must

also include a physician's statement indicating the medical advisability and feasibility of such activity. Non-compliance with this policy may be a basis for disciplinary action.

### **APPROVAL FOR RETURN TO WORK**

All employees desiring to return to work from an extended period of illness must receive approval from the Division of Employee Health Services prior to returning to work.

### **WHEN AN ILL EMPLOYEE INTENDS TO LEAVE THE CITY**

- A. When an employee who is not well enough to perform his/her duties is advised by his/her physician to leave the city for a continuous period of time, he/she must secure permission from the Executive Director of Human Resources prior to leaving. The employee will be required to submit medical documentation which will be forwarded to the Division of Employee Health Services for evaluation. The employee will also be required to submit a statement indicating the length of absence and the new temporary address.
- A. When the employee leaves the city and is residing elsewhere, Form SEH-3 must be submitted for each payroll period. The physician who signs the absence card must reside in the area to which the employee has moved for the period of recuperation. Certificates secured by an employee from his/her local physician in advance of such absence will not be acceptable.
- C. Failure to comply is sufficient ground for dismissal.

### **ABSENCE AFTER THE END OF A SABBATICAL LEAVE**

If, at the end of a sabbatical leave, an employee is unable to return to service because of illness, he/she may utilize any sick leave or wage continuation benefit available.

### **SUBMISSION OF REQUEST FOR PERSONAL ILLNESS-FORM SEH-3**

If an employee does not submit Form SEH-3 signed by the physician within ten (10) working days after the illness is first reported and each pay period thereafter during the illness, the absence will not be approved and the administrator will be **required** to make a salary deduction for all such absences.

### **PROCEDURE FOR REQUESTING SICK LEAVE**

- A. **School Teachers and School Office Personnel**
  - 1. As soon as the necessity for the absence is known, call the HERBS System (299-7977) any time after the close of school or before 7:30 a.m.
  - 2. When the call is answered, a voice recording will request the following information:

- Enter personal identification number (PIN)
  - Review work location and job description
  - Enter date, start time, end date, and end time for an absence
  - Enter the absence reason
  - Record special instructions (such as, grade level and where lesson plans are located)
  - Indicate whether a substitute is or is not required to cover an absence
  - Review or cancel an absence.
3. The employee is to notify the school office, by telephone: Fifteen (15) minutes before the start of the employee's work day on the day of the absence to inform the principal of the absence.
  4. The day **before** an employee is to return, the school office is to be notified no later than one hour before the end of the teacher's teaching period, or in the case of office personnel, before the close of school, so that the substitute may be released. If the call is not received according to this regulation, the substitute will be retained for the next day and the regular employee **will be marked absent**.

**A. Administrative/Supervisory, Facilities, Food Services, and Comprehensive Day Care**

**Administrative/Supervisory Personnel:**

All administrative and supervisory personnel are to call his/her supervisor before the start of the workday to inform that office of the reason and anticipated length of the absence.

Should the absence extend beyond one (1) day, the office should be notified before 2:30 p.m.

**Facilities**

When an employee is absent due to illness, he/she shall report his/her absence to the appropriate office at least one-half hour prior to his/her normal starting time, giving the reason and the anticipated length of absence. An employee shall report his/her return to work no later than the day prior to his/her date of return.

When an Engineer or Engineer Trainee is going to be absent or late, he/she shall call their immediate supervisor or the Radio Dispatchers' Office in sufficient time for the necessary adjustments to be made to have the building heated and the plant in operation at the scheduled time.

## **Food Services**

### Full-Service Schools:

**Cafeteria Managers** must contact the appropriate District Supervisor as soon as possible, stating an anticipated length of absence.

A **Cafeteria Worker** must contact the Cafeteria Manager as soon as possible or by 7:00 a.m. The employee must also call by 1:30 p.m. to notify the Cafeteria Manager whether or not they will be reporting to work the next day. This procedure must be followed so a substitute worker can be obtained. Failure to inform the Cafeteria Manager may result in the employee being sent home and coded F-61 (Unexcused Absence). Employees should check with individual cafeteria managers for any variations to this procedure.

### Satellite Schools:

**Senior Food Service Workers** must contact their assigned school **AND** their District Supervisor by 7:00 a.m. stating an anticipated length of absence. Employees should check with their individual District Supervisor for any variations to this procedure.

**Satellite Food Service Assistants** must contact the assigned school **AND** the Senior Food Service Worker by 7:00 a.m. stating length of time out from and expected date of return.

## **Comprehensive Day Care**

### Center Personnel:

As soon as the necessity for an absence is known, the employee is to call the HERBS System on the day prior to the absence, but no later than 6:30 a.m. on the day of the absence.

In the event of extended illness, the Personnel Office and the Office of the Field Coordinator are to be notified.

A second call is to be made to the employee's center between 8:30 - 9:00 a.m. to inform the Center Leader/Lead Teacher of the absence, the reason for the absence, and to advise that a request for a substitute has been made. The Center Leader/Lead Teacher should also be informed of the expected length of the absence.

## **PARENTAL LEAVE**

**A.** An employee who is absent from work as a result of an illness relating to or resulting from pregnancy shall have the right to utilize current and accumulated sick leave. However, the employee is required to submit to the School District the same type and quality of medical verification of the need for absence as is required for the general use of sick leave. Such employees shall be eligible to obtain the benefits of the wage continuation plans on the same basis as other employees who have exhausted their accumulated sick leave.

**B.** Employees should notify their work location and the Office of Employee Health Services within **5** days of the birth of the child.

Upon delivery, parental leave is granted for a period of six weeks for normal delivery or eight-weeks for a cesarean section. The six-week period consists of 42 calendar days including the date of birth and the eight-week period consists of 56 calendar days including the date of birth. (Employees requesting 8 weeks must submit medical documentation confirming the type of delivery.)

Parental leave is a paid benefit if, and only if, the employee has available sick leave. Once sick leave is exhausted, employees will continue to be paid if, and only if, they have wage continuation insurance. If an employee does not have sick leave and/or wage continuation, she is still entitled to parental leave as indicated above. It will however, be unpaid.

In the event of a claim of a continuing illness related to the pregnancy/childbirth which extends beyond the 6/8 week parental leave, the employee may request to continue to use sick leave. Documentation must be submitted from the employee's treating physician to support the claim. Should there be a conflict between the Division of Employee Health Services and the employee's physician, such conflict shall be resolved in accordance with the applicable collective bargaining agreement. Sick leave will not be granted for the sole purpose of child rearing.

**C.** An employee returning to service from an illness resulting from or relating to pregnancy and/or childbirth has the right to return to the same position at the school or other location that she vacated subject to the same rules, regulations, and time limits as are applied to employees returning from sick or sabbatical leave.

**D.** Subsequent to the six or eight week leave, an employee may take an eighty-nine (89) day unpaid leave with the right to return to her position and location. (Calendar days apply in calculating 89-day unpaid leave.) For ten-month employees, the period from July 1 to August 31 is not counted in the 89-day leave.

- E.** Employees may extend their Maternity Leave up to four years. An employee returning from an extended unpaid Maternity Leave between 90 days and two years does not have the right to return to her former position unless it is vacant. If the leave extends beyond two years, the employee has a right to return to School District employment provided there is a vacancy.
- F.** The 89-day leave and any subsequent extensions shall be continuous.
- G.** Employees who adopt children shall have the same unpaid leave available to them as employees who give birth to a child up to four (4) years, even if the adopted child is over eighteen (18) months old.

Prepared by  
The Office of Human Resources  
Revised  
September 2001