

PERSONAL ILLNESS OR INJURY LEAVE

1. Sick leave is the authorized absence of an employee because of illness or injury or exposure to contagious disease.
2. A regular full-time management employee shall earn paid sick leave in the amount of twelve (12) days for each year of service. A management employee employed less than full time shall earn that proportion of paid sick leave as the number of days he/she is employed compared to full time employment. Unused sick leave may be accumulated without limit.
3. Employees shall have the appropriate number of sick leave days credited to them at the beginning of each school year.
4. Accumulated illness or injury leave may be transferred according to the provisions of the Education Code in effect at the time of transfer.
5. If an employee resigns or is terminated and has used more illness or injury leave than was earned, the amount used, but not earned shall be deducted from his/her final pay warrant.
6. Employees should contact the District Personnel Office in advance of taking illness or injury leave whenever possible.
7. Employees returning to work from leave after major surgery or major illness shall be required to present a doctor's release verifying medical permission prior to returning to work.
8. If circumstances dictate, the Superintendent may require evidence satisfactory to the district to verify authorized use of sick leave.
9. Any unused sick leave credit may be used by the employee for sick leave purposes, without loss of compensation.
 - a. For Certificated Management: Upon exhaustion of all accumulated sick leave credit a certificated employee who continues to be absent for the purposes of this policy shall receive differential pay for a period not to exceed five (5) continuous months. In order to qualify for differential pay, an employee shall first utilize all accumulated sick leave and in no event shall days of differential pay when combined with sick leave credit utilization exceed one hundred (100) days in any school year. Only one increment of differential pay shall be allowed for any single and continuous absence that extends into the next school year. Differential pay is defined as the difference between the substitute's and the employee's regular pay.
 - b. For Classified Management: Upon exhaustion of all accumulated sick leave credit, a classified employee who continues to be absent for the purposes of this policy shall receive 50% pay. In no event shall days of 50% pay when combined with sick leave credit utilization exceed one hundred (100) days in any fiscal year.

10. A management employee who has exhausted all available paid leaves and who is absent due to a non-industrial accident or illness may be granted additional unpaid leave by the district, not to exceed six (6) months. The district may renew this unpaid leave for two (2) additional six-month periods.