

**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 confidential employee (probationary and permanent) shall earn paid sick leave in the amount of twelve (12) days for each year of service. A confidential 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. Pay for any day of sick leave shall be the same pay the employee would have received if he/she had worked that day, except as provided by the Education Code.
7. Employees should contact the District Personnel Office in advance of taking illness or injury leave whenever possible.
8. 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.
9. If circumstances dictate, the Associate Superintendent/Human Resources may require evidence satisfactory to the district to verify authorized use of sick leave.
10. Any unused sick leave credit may be used by the employee for sick leave purposes, without loss of compensation. In no event shall days of 50% pay when combined with sick leave credit utilization exceed one hundred (100) days in any school year.
11. After exhaustion of paid sick leave, an employee who is ill or injured may, upon request, use accumulated vacation to avoid leave without pay.
12. Sick leave may be taken at any time provided that new employees with probationary status only may use a maximum of six (6) days paid sick leave during their initial probationary period.
13. A confidential 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.