



Code No. 409.9

#### LICENSED EMPLOYEE FAMILY ILLNESS LEAVE

Employees may be granted a maximum of four (4) days paid leave per year, accumulative to seven (7) days, for illness of the Employee's spouse, child, parent, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and any other member of the immediate household. Such leave must be approved by the superintendent, who may require such reasonable evidence as he/she desires confirming the medical necessity and who may determine the need for the Employee to be absent from duty. Leaves for family illness shall not be deducted from any accumulated sick leave.

| **Approved:** May 1, 1997

**Reviewed:** December 13, 2018

**Revised:** January 16, 2019