

PERSONAL ILLNESS LEAVE

Licensed employees shall be granted 15 days of sick leave each year. "Day" is defined as one work day regardless of full-time or part-time status of the employee. Sick leave may be accumulated up to a maximum of 150 days for licensed employees.

When an illness leave will be greater than five consecutive days, the employee shall inform the employee's immediate supervisor as soon as possible so arrangements may be made for an effective transition of responsibilities. The employee shall return to work as soon as a physician determines the individual is capable of performing work.

Pay provisions for extended illness leave will be coordinated with sick leave. Should the personal illness occur after or extend beyond the accumulated sick leave allowance, the employee may request a leave of absence without pay, in accordance with board policy, "Family and Medical Leave."

An employee may use six weeks of paid sick leave for pregnancy or pregnancy-related matters. Where leave or sufficient leave provisions are not available for pregnancy or pregnancy-related matters of an employee, the employee will be allowed a leave of absence in accordance with board policy, "Family and Medical Leave."

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the superintendent to determine the type and amount of evidence necessary.

If an employee is eligible to receive workers' compensation benefits, their sick leave shall be reduced in proportion to the amount of payment received relative to the employee's full pay.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the personal illness leave of such employees shall be followed.

LEGAL REF.: Iowa Code 20; 85.33,.34,.38(3); 279.40

CROSS REF.: 403.2 Employee Injury on the Job
409.3 Family and Medical Leave
409.8 Unpaid Leave

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