

CLASSIFIED EMPLOYEE PERSONAL ILLNESS LEAVE

Classified employees shall be granted 10 days of sick leave after serving 90 days into their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of 15 days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. If a classified employee comes during the school year, their sick leave days will be pro-rata. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Unused sick leave may be accumulated up to a maximum of 150 days.

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". In the event of an unexpected situation where an employee has exhausted all of their sick leave due to an extended illness, family illness, maternity leave, etc. other employees may donate their personal leave into a pool to be used by an employee who has exhausted all of their 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 & Medical Leave".

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: 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.

Family Illness Leave

A classified employee may use five (5) days of sick leave for family illness. An additional five days of leave may be taken after all other leave has been exhausted (personal leave and general leave). In unique situations, the Superintendent may convert additional sick leave to family illness. Definition of Family is in board policy #414.4 – Bereavement Leave

A classified employee may be granted a leave of absence without pay to the end of a current school year, or part thereof, for the purpose of caring for a sick or injured member of the employee's immediate family. Immediate family being: mother, father, spouse and children. Additional leave may be granted by the Board.

Incentive of Non-Used Sick Leave, Family Leave, Maternity or Paternity Leave

- No days missed = \$75 in the June paycheck
- 1-2 days missed = \$50 in the June paycheck
- 3-4 days missed = \$25 in the June paycheck

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

CROSS REF.: 414.3 Family and Medical Leave
414.8 Unpaid Leave

Personal Illness Leave

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Family Illness Leave

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