



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: GDBDA\*

## SUPPORT AND PROFESSIONAL/TECHNICAL STAFF SICK LEAVE

1. Sick Leave Provisions. Sick Leave may be taken for personal illness, injury, or other physical disability (including pregnancy related disability) and for illness in the immediate family, defined as spouse, children (step), father (step), mother (step), parent(s)-in-law, brother, sister, and grandparents. Any available sick leave may be used in the event of death of the employee's spouse, children (step), parents, siblings, grandchildren and grandparents. Up to three (3) days of available sick leave may be used in the event of the death of the employee's parent(s)-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law. Employees must work twenty (20) hours per week to qualify for sick leave benefits.

Employees are required to immediately notify their supervisor when sick leave is required. The supervisor or superintendent may require a physician's statement concerning such absence.

Employees eligible for sick leave shall, after two (2) months of employment, receive sick leave in accordance with the following schedule:

Twelve Month Full-Time:	10 days per year
Twelve Month Part-Time:	8 days per year
Ten+ Month Full-time:	8 days per year
Nine Month Full-time:	8 days per year
Nine Month Part-time:	8 days per year
Part-Time Less Than 20 Hours:	2 days per year (Noncumulative)

All unused days shall be added to the employee's sick leave reserve at the end of the fiscal year. New employees, entering the district after July 1, 2014, are eligible to accumulate seventy-five (75) days of sick leave. Employees, hired prior to July 1, 2014, are eligible to accumulate one hundred (100) days of sick leave.

2. Sick Leave Bank: Employees are eligible to participate in a voluntary Sick Leave Bank according to the provisions specified in Article VI of the Negotiated Agreement. Use of the sick leave bank is contingent upon named employee having used two days more than all of his or her accumulated sick leave, personal leave, vacation, and compensatory time.

Revised June 2019; Revised, September 2015, Revised July 9, 2012; Reviewed January 13, 2009  
Revised July 14, 2008, July 10, 2006, June 14, 2005, Revised June 19, 1995, August 17, 1999, July 8, 2002  
Revised April 20, 1993; June 22, 1993, June 20, 1994, Adopted July 14, 1986, Revised July 10, 1989