

At the beginning of the employment year, all employees of this district, who regularly work twenty (20) hours or more per week, will be entitled to sick leave with full pay of 14 days per year.

“Employment year” is defined as beginning September 1 and continuing through August 31 of the following year.

“Substitute employee” is defined as an employee who works on an as-needed basis and who is not given a regular work schedule.

DEFINITIONS

Leave of absence is for:

- Personal illness or injury
- Personal medical appointments or medical appointments for immediate family
- Illness of a minor child
- Serious illness of immediate family members including parents

“Employment year” begins September 1 and continues through August 31 of the following year.

“Public education entity” means community colleges, public school districts, public charter schools and the Idaho digital learning academy.

"State educational agency" means the following state agencies and educational institutions supervised by the Idaho state board of education:

- (a) Boise state university;
- (b) Idaho state university;
- (c) University of Idaho;
- (d) Lewis-Clark state college
- (e) Eastern Idaho technical college;
- (f) Idaho public television;
- (g) The division of vocational rehabilitation;
- (h) The division of career technical education;
- (i) The office of the state board of education; and
- (j) The department of education.

“Substitute employee” means an employee who works on an as-needed basis and who is not given a regular work schedule.

CALCULATION OF SICK LEAVE

Employees who work less than full-time, but more than 20 hours per week, will be credited sick leave at a rate calculated proportionate to the average hours worked per school day for the months of September through June. Additional sick leave may be provided to certificated personnel when the negotiated agreement between the district and the local education organization so specifies.

Substitute Employees: Substitute employees do not qualify for sick leave.

NOTICE OF CREDITED SICK LEAVE

Each employee will be credited sick leave for the employment year, and notified of the sick leave benefits to which he/she is entitled, at the beginning of the employment year, or first day of employment if employment commences during the employment year.

MEDICAL DOCUMENTATION

To protect the district against malingering and false claim of illness, an employee may be required to provide proof of illness, at the discretion of the superintendent or designee. The superintendent or designee may require proof of the employee's ability to return to work following an illness.

ACCUMULATION OF SICK LEAVE

Unused sick leave will be accumulated from year to year, without limit as long as an employee remains continually in the service of this district.

Any new employee of this district who was employed by another public education entity or state educational agency during the year immediately preceding, or within (3) school years immediately preceding if termination was due to a reduction in force, will be credited with that individual's accrued sick leave.

In no event will the board compensate an employee for unused sick leave. This policy does not prohibit the board from approving retirement severance pay. Upon retirement of an employee, any accrued unused sick leave shall be reported to the public employee retirement system.



LEGAL REFERENCE:

Idaho Code Sections
33-1216 through 33-1218
Family Medical Leave Act
29 USC Section 2654

58 CFR 31812 through 31839
Porter, et al. v. Bd. of Trustees, Preston School District No. 201, 105 P.3d 671 (Idaho 2004).

ADOPTED: June 1, 2007

AMENDED: April 19, 2017