

The Board of Trustees of Minidoka County Joint School District No. 331 shall grant each full time employee one day of sick leave for each month of service or major portion thereof. Such shall be consistent with Idaho Code 33- 1216 (a), which indicates that the days of sick leave may be calculated and awarded "as projected" consistent with the District's contracts as developed.

Definitions for this Policy:

1. "Full Time Employee" is any employee on a standard contract or work agreement.
2. Sick Leave:
  - a) **Certificated:** Sick leave for certified employees will be calculated by the day, or percentage thereof, as defined in the individual employee's contract.
  - b) **Non-Certified, Full Time Employees:** Non-certified, full-time employees who are scheduled to work forty (40) hours per week, twelve (12) months per year, will be credited sick leave at the rate of one (1) eight-hour day per month of service. Non-certified twelve (12) month employees who work less than full-time, but more than twenty (20) hours per week, will be credited sick leave at the rate calculated proportionate to the average hours worked per day.
  - c) **Non-Certificated, School-Year Employees:** Non-certificated employees who work less than full time will be credited sick leave at a rate calculated proportionate to the average hours worked per school day per work schedule.
3. "Day of Sick Leave" - The day of sick leave granted will be consistent with the length of the employees regular work day whether it is for eight (8) hours or less per day.
4. "Sick Leave" is defined as personal illness or illness in the immediate family, as noted in #5.
5. "Immediate Family" is defined as a family member within one generation up or down
6. Employees have the right beyond this to apply for Family Medical Leave in accordance with FMLA guidelines.

**Provisions:**

The following provisions are to assist in the administration of this policy:

1. Each employee shall be awarded the number of sick leave days generated by the contract.
2. An awarded day of sick leave shall be for only the equivalent length of time as shown by the contract.

3. An employee employed for a portion of the year will have the number of days adjusted to the time worked.
4. While an employee may be awarded the projected days of sick leave, should he/she terminate employment prior to the anticipated time shown on the contract, the number of days actually provided to the employee will be only those for which he/she qualifies.
5. There shall be no limit on the number of days of sick leave accumulated. The accumulated sick leave shall be reportable under Idaho Code 33-1228 for an employee retiring after July 1, 1988.
6. For a new employee to be entitled to sick leave for the current year, the employee has to perform service under his/her present contract. In the event an employee is ill in excess of the accumulated sick leave, a deduction of one contract day in salary will be made for each day of illness in excess of that allowance.
7. Approval by the principal or supervisor is required.
8. The employee ~~is may be~~ required to provide proof of illness after three consecutive days of illness. upon request of the Superintendent. Abuse of this policy by an employee may be cause for dismissal.
9. Employees are permitted to donate their own sick leave days to a specific employee in need by filling out a Designation Form, designation the number of days the employee would like to donate to the employee (just like donating to the sick leave bank). The day(s) will be donated to the receiving employee from the donating employee and not placed in a pool. Any sick day(s) donated must be taken and posted during the current and same pay period in which the days will be used. All PERSI regulations will apply.



**LEGAL REFERENCE:** Idaho Code 33-1228, 33-1216(a)

**ADOPTED:** October 17, 1988

**AMENDED/REVISED:** February 27, 1996; October 2, 1996; July 1, 1997; June 3, 1998; July 15, 2002; May 17, 2010; July 18, 2011; June 20, 2016