

## **PROFESSIONAL PERSONNEL PERSONAL ILLNESS/SICK LEAVE**

Sick leave by definition is the absence from duty by an employee as a result of any of the following:

1. Personal illness or doctor's quarantine
2. Incapacitating personal injury
3. Personal scheduled medical appointments (only if the appointment cannot be scheduled at a time other than a regular work day)
4. Caring for an ill member of the employee's immediate family (natural parents, foster parents, stepmother, stepfather, stepchildren, wife, husband, children, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, and any other relative living in the household of the employee)
5. Death in the employee's immediate family or an individual with unusually strong personal ties to the employee.
6. Maternity leave

Employees eligible for sick leave are any full time or part time employee under contract.

Non-contracted employees are not eligible for sick leave benefits.

Sick leave is earned as follows:

1. 10-month employees earn 10 days per school year
2. 11-month employees earn 11 days per school year
3. 12-month employees earn 12 days per school year
4. Part-time contracts earn days proportional to their contract

For those employees hired after the prescribed reporting date or those terminating prior to completion of the contract, sick leave shall be computed on a pro rata basis at the rate of one day per month. An employee must work through the 15th of the month to earn that month's sick leave day.

Sick leave days shall be earned and credited as long as an employee is in a paid status. Unpaid FMLA and workers' compensation are not considered paid status for the purposes of earning sick leave.

Accumulation is unlimited. The maximum number of days that may be used in any given school year will depend upon type of employee. Hybrid employees (employees who were hired on or after January 1, 2014 and who are participating in the VRS Hybrid Retirement Plan or VRS Plan 1 or VRS Plan 2 members who opted to switch to the VRS Hybrid Retirement Plan during the opt-in period of January 1, 2014 through April 30, 2014) will be allowed to take up to a maximum of sixty (60) days. All other employees will be allowed to take up to a maximum of one hundred twenty (120) days.

Employees are responsible for ensuring all absences are reported on the proper forms and submitted monthly. Sick leave can only be taken in half day and whole day increments. Employees shall notify the appropriate supervisor as soon as an impending absence is known.

A maximum of five (5) sick leave days shall be allowed for illness or death in the immediate family. Extended leave beyond the maximum amount must be certified by a physician as medically necessary.

The School Board or its designee, at its sole discretion may require medical documentation from a licensed physician or other accredited practitioner certifying that the employee was unable to perform his or her duties during the period of absence or to verify the employee visited the physician's office for a specific appointment. This may be a requirement for sick leave used in conjunction with personal and/or vacation leave time.

For the employee's protection and the protection of co-workers, an employee may be required to present a written release to return to work, including any restrictions that may apply, from a licensed physician or other accredited practitioner, prior to resuming employment. An employee will only be allowed to return to work if he or she is able to perform the essential functions of the job.

If the employee uses all accumulated days for illness and has to use more days for that illness additional time must be approved by the assistant superintendent and must be leave without pay.

A maximum of ninety (90) days may be transferred to the Waynesboro Schools from other public school divisions within the state. Accumulated sick leave may be transferred to another Virginia public school system based on the policies and regulations of the new employer.

Waynesboro Public Schools retains a record of leave balances for three years after termination of employment. Employees who return to work with Waynesboro Public Schools during that time period, and have not transferred sick leave to another division, will have the leave balance restored.

Upon leaving Waynesboro Public Schools with at least five (5) years of service or upon retirement, the School Board will pay school employees twenty dollars (\$20.00) per day for unused sick leave. Part-time employees will receive a percentage of the amount based on the time worked each day.

The maximum number of sick leave days paid will be up to a maximum of one hundred twenty (120) days.

Payment of unused sick leave will not be granted if employment is terminated before the end of the school year unless approved by the School Board.

Adopted: February 14, 1995

Revised: December 14, 1999 and July 8, 2015