

PAID LEAVE PROVISIONS – NON-AFFILIATED STAFF

542.3

A. Sick Leave

All 9 and 10-month employees shall receive 10 sick days per year, 11-month employees shall receive 11 sick days per year, and 12-month employees shall receive 12 sick days per year. All are cumulative to 100 days. Time taken for medical or dental appointments shall be subtracted from sick leave. An employee who is increasing or decreasing their number of work hours shall have their accumulated sick leave days adjusted to reflect the new workday that they are working.

B. Personal Day

Each employee shall be granted one day per year non-accumulative leave of absence with pay for legal business, household, or family matters which require absence during working hours. Application to the employee's immediate supervisor for personal leave shall be made at least two days before taking such leaves (except in the case of emergencies).

C. Emergency Leave

1. Emergency leave, not to exceed two (2) days in one year, may be granted by the Director of Business Services for the following reasons: illness in the immediate family, required appearance in a court of law, or for mandatory quarantine.
2. In case of death, major surgery or serious accident in the immediate family, emergency leave may be granted up to, but not more than, four (4) days. (Immediate family is interpreted as husband, wife, father, mother, child, sister, brother, grandparents, grandchild of employee or spouse – including step and in-law or any other member of the family unit living in the same household).
3. Employees shall be granted up to one (1) day in the event of death of employee's friend or relative outside the employee's immediate family as defined above.
4. Total emergency leave would not exceed seven (7) days in any one (1) calendar/fiscal year for any combination of reasons.

D. Medical Leave of Absence

1. The employee is required to notify the Director of Business Services in writing as soon as they are aware of a medical condition which will require absence from work any time in the future.

2. The employee must provide a statement indicating that they plan to return to work at the end of this period of medical disability.
3. Sick leave will be provided the employee, not to exceed the number of sick leave days accumulated, during the time a physician certifies that the employee remains at home for reasons of the employee's health.
4. The above provisions shall apply to maternity leave.

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