

	Huron School District #2-2	Code: GCBD-2 Professional Staff Leaves/Absences (Sick Leave/Administrators)
	Policies and Regulations	

Professional Staff Leaves/Absences
(Sick Leave/Administrators)

- A. Administrators on a 260 day contract are allowed Sixteen (16) full days of sick leave each year for a cumulative to 150 days. Sick leave will accumulate at 1.33 days per month for a total of 16 days per year.
- B. Administrators on a 210 day contract are allowed twelve (12) full days of sick leave each year for a cumulative to 140 days. Sick leave will accumulate at 1 day per month for a total of 12 days per year.
- C. Contracted *administrators* with less than a full-time contract will earn sick leave on the same schedule as regular employees; however, sick leave will accumulate on the following basis:
 - 75 to 100% contract 12 days accumulation per year
 - 50 to 74% contract 8 days accumulation per year
 - 49 to 0% contract No accumulation
- D. Administrators may borrow sick leave from the normal yearly allowance. If the contract is terminated prior to the end of the year, the following procedure will prevail: all used, but non-accumulated, days will be deducted from the last pay check.
- E. Sick leave may be taken because of personal illness, injury, or on order of a physician to remain absent due to exposure to disease or to obtain the services of a medical professional that cannot be obtained during the non-school hours. **One half day is the minimum sick leave period.** After sick leave is exhausted, the board shall cease payment.
- F. If the disability or incapacity of the administrator to properly perform his/her duties should continue for ninety calendar days after he/she has exhausted all sick leave days, the board of education, at its option, may cancel and terminate this agreement and thereupon be released from all further obligations.
- G. After an absence from school due to sickness or illness, the administrator may be required to furnish proof of illness. This proof will be in the form of a doctor's certificate. The board of education, at its expense, may also request a physical examination of the administrator by a physician designated by the board. The decision of the school physician shall be final.
- H. Each administrator on a 260 day contract will be paid \$60.00 (sixty dollars) per day for each day of earned accumulated sick leave that is eligible for carryover, a maximum of 150 days, when they end employment.
- I. Each administrator on a 210 day contract will be paid \$60.00 (sixty dollars) per day for each day of earned accumulated sick leave that is eligible for carryover, a maximum of 140 days, when they end employment.
- J. Ending employment may be due to retirement or resignation. Accumulated sick leave will not be paid out if the administrator is terminated or if the administrator violates their contract. Contracted administrators with less than a full-time contract will be paid for each day on a percentage basis equal to the percent of their contract when they end employment.