

	Huron School District #2-2	Code: GDBD-1(N)
	Policies and Regulations	Support Staff Leaves & Absences Sick Leave Plan/Class I

**SUPPORT STAFF LEAVES AND ABSENCES
SICK LEAVE PLAN/CLASS I**

1. Twelve full days of sick leave for the first year in the Huron school system and twelve full days of sick leave for each succeeding year cumulative to 120 days shall be allowed every Class I employee without deduction in pay for the sick leave period to which the Class I employees are entitled. Accumulation of days will not be retroactive to the 1975-76 effective date.


Sick leave will accumulate on the following schedule. On the first day of term of employment, each Class I employee will be granted one day sick leave. At the end of each calendar month, he/she will be granted one additional day until he/she has earned twelve days.

Class I employees may borrow sick leave from the normal yearly allowance, if employment is terminated prior to the end of the employment term, the following procedure will prevail; all used, but non-accumulated days will be deducted from the last pay check at the normal daily rate. (Number of yearly working days divided into the agreed base salary.)

Examples of cumulative days:

1st year --12 days total	6th year --72 days total
2nd year --24 days total	7th year --84 days total
3rd year --36 days total	8th year --96 days total
4th year --48 days total	9th year - 108 days total
5th year --60 days total	10th year -120 days total

2. 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.
3. When a Class I employee is sick for a period in excess of the cumulative sick leave period, he/she shall be granted the privilege of paying the school district for the cost of the substitute for a period equivalent to the amount of sick leave which he/she had accumulated as of June 30, 1975. Substitute pay shall be charged at the rate of \$23.36 per day. After this period of time, the board of education will cease payment to the Class I employee. If the disability or incapacity should continue for sixty (60) calendar days after this period of time, the board of education, at its option, may cancel and terminate this agreement and thereupon be released from all further obligations whatsoever hereunder.

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4. Effective July 1, 1975, accumulation of sick leave at substitute deduct pay will be phased out. Sick leave minus substitute pay deduct will be frozen at the June 30, 1975 level.

5. Doctor's Certificate Clause

After an absence from school due to sickness or illness, the employee 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 employee by a physician designated by the board. The decision of the school physician shall be final.

Additional Sick Leave Benefit:

6. Class I employees will establish a system of requesting/donating sick leave days.

A Class I employee who is diagnosed with a serious, life-threatening illness that will require him/her to use all of his/her sick leave, vacation, and short term leave days may appeal to the Class I employee group for an individual donation of up to 2 days of sick leave per fiscal year from each group member. However, no more than two days of sick leave may be donated by any Class I employee during any fiscal year. This limitation is not applicable to vacation days. This appeal will be made either by email or written request and sent to each employee in the group. A list of Class I employees can be obtained from the Business Office. Whether to donate to the request will be left to each individual employee's discretion. Any employee wishing to donate sick leave or a vacation day will either email or send to the Business Office a written statement of the number of days he/she is willing to donate. The Business Office will notify the employee making the request how many days of sick leave have been donated by the group.

This does not include maternity leave, family illnesses, or illness that does not require continued physician monitoring.

7. Class I employees will be paid \$60 (sixty dollars) per day for each day of earned accumulated sick leave that is eligible for carryover, a maximum of 120 days, when they end employment. Sick leave pay-out will not take place if a staff member is terminated for cause from their work.