

POLICY

BOARD OF EDUCATION
MORRIS-UNION
JOINTURE COMMISSION

SUPPORT STAFF MEMBERS
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Sick Leave

4432 SICK LEAVE

The Board of Education recognizes its statutory duty to pay employees of the Jointure Commission in full for days on which they are absent from work for reasons of personal disability or quarantine. Each full-time ten month employee employed prior to July 1, 2007 shall be allowed sick leave with full pay for fifteen working days per academic year. Each full-time ten month employee hired on or after July 1, 2007 shall be allowed sick leave with full pay for ten working days per academic year. All full time twelve month employees shall be allowed sick leave with full pay for seventeen working days beginning with July 1st and ending June 30th of each school year. If an employee works less than full-time, sick leave will be pro-rated based on the number of days actually worked per week. If any such employee requires in any school year less than this specified number of days of sick leave with pay allowed, all days of such leave not utilized that year shall be cumulative and may be used for additional sick leave as needed in subsequent years. Employees who begin employment after September 1st for ten month staff or after July 1st for twelve month staff shall receive a pro-rated number of days based on the number of whole months remaining in the school year. The decimal portion of the calculation will be rounded down to the nearest half-day.

Definition

Sick leave is defined to mean the absence from one's post because of personal disability or the serious health condition of the employee's spouse, child, parent, or parent-in-law, or because the employee has been excluded from school by a personal physician or the district's medical authorities due to, or being quarantined for, a contagious disease in the employee's immediate household.

If an employee takes approved paid leave pursuant to this policy, it will count against any family leave to which the employee is entitled under the federal or State family leave policy.

Verification of Leave

When absence for personal illness exceeds four consecutive school days, a physician's certification shall be filed with the Superintendent. The certification shall



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contain the date on which the condition commenced, its probable duration, the medical facts within the provider's knowledge regarding the condition, and when the leave is due to the employee's condition, a statement that the employee is unable to perform the functions of his/her position. In case of frequent or intermittent illness, the Board or Superintendent may require the employee to submit to an examination or examinations by the school physician in accordance with Policy No. 4160: "Physical Examinations," or require the staff member to submit certification from the attending physician.

Extended Personal Illness

Whenever an absence due to personal illness exceeds the number of days for which an employee is covered herein, the employee may request and the Board may pay any such employee his or her salary less the pay of the substitute, regardless or whether or not a substitute is employed, for such length of time as may be determined by the Board in each individual case.

Stipend for Unused Sick Leave

In the event a ten month employee does not utilize any sick days from September 1st through January 31st, he/she will receive a \$200 stipend to be paid on the 15th of February. If a ten month employee does not utilize any sick days from February 1st through June 30th, he/she will receive a \$200 stipend to be paid on July 15th. A ten month employee, who begins employment after September 1st, will be eligible to receive a \$200 stipend for perfect attendance from February 1st - June 30th. If a ten month staff member begins employment after February 1st, he/she is not eligible to receive a stipend for perfect attendance for that school year.

In the event a twelve month employee does not utilize any sick days from July 1st through December 31st, he/she will receive a \$200 stipend to be paid on the 15th of January. If a twelve month employee does not utilize any sick days from January 1st through June 30th, he/she will receive a \$200 stipend to be paid on July 15th. A twelve month employee, who begins employment after July 1st will be



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eligible to receive a \$200 stipend for perfect attendance from January 1st - June 30th. If a twelve month staff member begins employment after January 1st, he/she is not eligible to receive a stipend for perfect attendance for that school year.

An employee who is absent from duty for reasons other than approved personal days, vacation days, bereavement days, or floating holidays is not eligible for any stipend based on perfect attendance. Absences due to worker's compensation, family leave, uncompensated leave, or unpaid days exclude the employee for any stipend based on perfect attendance.

Accounting

By September 30th of each year, the Board shall give each employee, upon request, an accounting of his or her accumulated sick leave days.

Adopted: 7 September 1989
Revised: 6 February 1997, 9 March 2000,
8 November 2000, 5 April 2001,
13 November 2003, 13 January 2005,
14 June 2007

