

STAFF PERSONNEL
Series 400

Policy Title: SICK LEAVE

Code: 408.1

Each full-time classified employee shall be credited with twelve (12) days of sick leave allowance per year, accumulated at the rate of one (1) day per month during the contract year.

Classified employees employed on a part-time basis or for part of a school year will receive a pro-rated portion of the annual sick leave.

Accumulation of unused sick leave shall be unlimited.

Sick leave is to be used for absences caused by personal illness or emotional upset caused by accident or illness, or circumstances which render the employee incapable of carrying on his or her duties, including child bearing.

Classified employees shall be allowed to use sick leave when such absence is due to personal attendance required by the illness of a member of the employee's immediate family. For purposes of this section, immediate family is defined as any of the following: spouse, children, parents, brothers, sisters, grandparents, grandchildren, or any other relative living in the employee's domicile on a long-term, permanent basis.

After three (3) days absence, a doctor's statement may be required by the superintendent as proof of illness, however, a doctor's statement may be required at any time to protect the District from any employee abusing sick leave through such actions as malingering or false claims of illness. If the Superintendent or designee makes such a request of any employee, the employee shall provide written documentation from a provider of the healing arts as to the illness and/or necessity of the employee to be absent from work to the district Administrative Office.

Abuse of sick leave is cause for discipline up to and including termination.

Leave Without Pay

The standards for classified employees and education support professionals in the Lapwai School District include consistently maintaining a punctual daily work schedule and regular attendance. Absences result in loss of services to students and reduced support for classroom teachers. Except in the instance of an emergency, advanced notice of personal and sick leave is required.

Staff who have exceed available personal and sick leave are in leave without pay (LWOP) status. When classified employees and education support professionals reach LWOP status, a plan of improvement may be required in collaboration with the supervising administrator. Further absences must be accompanied by a written statement from a physician. Excessive absences beyond those complying with policy can lead to lead to termination of employment.

Date of Adoption:
Readopted: July 2009
Revised: 3/19/12, 10/21/24

Legal References:
Section 33-1216 I.C.
Section 33-1218 I.C.