

Employee Policy #334 Sick Leave

Purpose:

The SusQ-Cyber Charter School (“Charter School”) Board of Trustees recognizes that employees may encounter illnesses or events that require absences from scheduled workdays. In adopting the Sick Leave Policy the Board of Trustees provides for an absence from school due to an illness according to the following conditions:

Guidelines:

- Every 185-day employee will earn ten (10) illness leave days per year.
- Every twelve-month employee will receive twelve (12) illness leave days per year.
- In July each employee will receive ten (10) new days or twelve (12) new days depending on their position, which shall be cumulative.
- An employee retiring will be paid for accumulated sick days at \$50 per day up to \$1,000.
- Sick days may be used when ill or for illness within the family that requires the employee’s presence.
- Sick days may be taken as half or full days.
- Three (3) sick days may be converted to personal days. Personal days must be scheduled at least one week in advance and can be taken as one half or full day. The exception would be in the event an employee is late for work one half personal day must be taken. A phone call to the school at ext. 300 is required if you will be late.
- Two (2) sick days may be converted to personal time days. Personal time is to be utilized for things such as appointments that cannot be scheduled outside of the normal workday but require less than one-half day or scheduled activities that require you to use time during the workday to attend. Personal time must be scheduled and approved in advance and can be taken in hourly increments with one-half hour minimum.
- Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.
- In the event an employee’s sick days are exhausted and the employee is not eligible for disability, the employees health care benefits will be placed at risk and employment may be terminated.
- The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action and may result in termination.

Proof of Disability:

- An employee absent on sick leave will be required to submit a physician’s written statement certifying his/her disability.
- Provided the employee has not exhausted all sick days, if they are absent for three (3) or more consecutive school days or 4 (four) or more non-consecutive sick leave days will be required to submit such a statement. If a statement is not provided the absence will be submitted to the board as an unpaid day.
- A physician’s statement may not be presumed to conclusively establish the employee’s disability.

Records:

- The personnel records of the charter school for all employees shall show the attendance of each employee, and such days as that employee may be absent shall be recorded with the reason for such absence noted.
- A record shall be made of the unused sick leave days accumulated by each employee, which shall be made available to the employee.

Delegation of Responsibility:

The CEO is responsible for creating procedures to monitor the use of sick leave and the process for reporting absences.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.