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Statement of.....

## Policy and Responsibility

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SUBJECT: CLASSIFIED PERSONNEL SICK LEAVE AND BEREAVEMENT

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- A. The Board of Education of the Murray City School District is interested in the health of the children and of the employees of the Murray City School District. Accordingly, employees shall be entitled to absence from their assignments because of illness or bereavement in accordance with this policy statement.
- B. Contracted salaried employees who work on a continuing basis twenty hours or more per week shall be entitled to absence with pay from their duties with the District because of illness or bereavement as hereinafter set forth, provided that such absence shall be in addition to leave of absence from duty granted for other reasons and shall relate to absence during the contract year and shall not relate to succeeding contract years except as expressly provided.
- C. Illness, mental or physical and injuries, which precludes the employee from carrying out his regularly assigned duties.
- D. Serious illness or death of a member of the employee's immediate family--the immediate family is considered to be children, father, mother, brothers, sisters, grandparents, grandchildren, or the same relatives of one's spouse. The superintendent may, in extraordinary cases of illness, injury or bereavement include other family members or close friends.
- E. Contracted salaried employees with less than three consecutive school years of service with the District shall be allowed five (5) days of sick leave hours per year. An employee may accumulate a maximum of three (3) years of sick leave allocation.
  - 1. After an employee has used his entire accumulated "full pay" of sick leave, they shall be entitled to receive sick leave equal to full pay, less the amount of substitute pay as determined by the superintendent.

The reduced sick leave benefit shall be available to an employee for a period of ten (10) days. After a period of ten (10) additional cumulative days, the employee will receive sick leave without pay.

- 2. Leave with pay taken by an employee because of illness of a member of the employee's immediate family may not exceed five days on any contract year.

3. Employees that serve for periods less than the contract year shall be entitled to the above provided sick leave in ratio to the number of days served to the days of service required for that contract year.

This ration shall be computed at the rate of one-half day for each month of service not to exceed a total of five days.

Any sick leave adjustment in salary will be made at the end of six months of employment or at the time of termination, whichever occurs first.

- F. Contracted salaried employees with three years or more of consecutive service shall be allowed the following sick leave:

1. Sick leave at full pay throughout the contract year without limit.
2. In the event an employee's illness extends beyond the contract year, his right to pay during his illness shall cease at the end of the contract year until such time as he regains his health and resumes full service in his regular assignment in the District for at least thirty consecutive working days of that contract year.
3. Sick leave taken because of illness of any member of an employee's immediate family may not exceed five days in any one contract year.
4. Contracted employees shall be allowed up to five (5) days of bereavement for each case of bereavement.

\*\*"Immediate family" is defined in D.

- G. Hourly employees who have three (3) or more current consecutive years of service in the district will receive one week's worth of sick leave hours. For example, a 20 hour per week employee would receive 20 hours of sick leave. An employee may accumulate a maximum of three (3) years sick leave allocation. Payment of this leave will be at eighty percent (80%) of the employee's regular pay rate. An hourly employee may use any accumulated sick leave for the purpose of bereavement, family illness (See SP 947, D), family wedding, or family graduations by making a written request to the superintendent.
- H. An hourly employee who has worked five years or more and develops a serious illness may apply for extended sick leave, not to exceed 15 days. Granting of the extended sick leave will be conditional upon previous sick leave usage (an average of three days or less per year for the past two years). Employees may only use this extended sick leave benefit once every five years.
- I. Before approval of sick leave, based on an employee's illness or injury, for more than five days, the Board may require an employee to submit to it a doctor's statement as to the employee's physical condition.
- J. In the event that an employee requests sick leave at more than normal frequency, as determined by the Board, the Board may require a doctor's statement as to the employee's physical condition without regard to the number of days of sick leave claimed at any one time.

- K. An employee who is absent from school shall report to the principal upon forms provided by the District which shall indicate the reason for the absence.
- L. If an employee has a question or feels he has a special problem relating to the interpretation of this policy, he may appeal directly to the Board of Education.
- M. The sick and bereavement policy as above set forth will be funded in full provided the total yearly salaries for classified substitute for the above described absences do not exceed the base amount which equals the number of full time equivalent classified employees covered under the policy, multiplied by the maximum daily pay rate of classified employee substitutes, multiplied by a factor of 4.2, plus 5% of the product.
- N. If this amount is exceeded in any one school year, the cost of the excess will be charged to all absentees for sick leave and bereavement in proportion to the salary paid them during such absences that fiscal year. At the end of any fiscal year, an evaluation shall be made of the formula to determine if the base amount is sufficient to provide compensation under the above provisions.
- O. If custodians are absent due to their illness or because of death in the custodian's immediate family or a close association, they qualify for regular sick leave. If a custodian comes back and completes his work in the evening, his sick leave will be charged as one-half day. In all cases custodians absent must be excused by the principal.