

Staff Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to illness. Therefore, paid sick leave is provided for full time employees in accordance with this policy.

Sick leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family. For sick leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the superintendent.

Paid sick leave may be accumulated without limit at the rate of one day per working month. Paid sick leave for part time employees shall be accrued and charged on a pro-rated basis.

Upon termination of employment for reasons other than retirement, an employee who has been employed by the District for at least 5 years shall be paid for unused sick days up to 90 days. Rate of payment will be based upon the 50% of the average daily rate of pay for the employee during his/her last five years of employment times 50% of accrued sick leave. An employee must be employed by the district for at least 5 years in order to be compensated for unused sick leave. In the event of death, such payment shall be made to the employee's estate.

In the event that either the School District or the employee severs his/her employment prior to the end of the work year, any sick leave taken in excess of what the employee actually earned shall be deducted from the employer's final pay check or shall otherwise be subject to recovery.

An employee who is eligible for retirement in accordance with the Public Employees Retirement Association shall be paid for accrued sick leave not to exceed 120 days but to be no less than 12 days unused sick leave. Rate of payment will be based upon the 50% of the average daily rate of pay for the employee during his/her last five years of employment times 50% of accrued sick leave.

EXAMPLE: 5 year average daily rate = \$226
Maximum accrued sick leave = 120 days
 $(.5 \times \$226) \times (.5 \times 120) = \$6,780$
 $(\$113) \times (60) = \$6,780$

Evidence of illness may be required for approval of sick leave pay.

Sick leave shall not apply during vacation leave, paid holidays or leaves of absence.

Unused personal days and unused vacation days will be converted into additional sick leave days.

LEGAL REFS.: C.R.S. 14-15-101 *et seq.* (*Colorado Civil Union Act*)

CROSS REFS.: GBGH, Sick Leave Bank
GBGF, Federally-Mandated Family Leave