

West Central School District 49-7

CLASSIFIED STAFF SICK LEAVE

Sick Leave

Classified employees may earn sick leave. Sick leave is earned at the rate of 10 to 12 days depending on job category and is cumulative from 25 to 65 days depending on job category. The following is a summary of those categories:

Full time employees who work 40 hours per week twelve months per year

Administrative Office personnel	12 days cumulative to 65
Bldg/Grounds Maintenance	12 days cumulative to 65
Transportation Supervisor	12 days cumulative to 65
Food Service Supervisor	12 days cumulative to 65
Custodians	12 days cumulative to 65

Full time employees who work 40 hours per week but not twelve months per year

Administrative Assistants	10 days cumulative to 45
Educational Assistants	10 days cumulative to 30
Library Assistants	10 days cumulative to 30
Food Service personnel	10 days cumulative to 30
Custodians	10 days cumulative to 30

Employees who work between 20 hours to 35 hours per week may receive a proration based upon hours worked per week of 10 days per year cumulative to 25 days.

Transportation employees received four days of sick leave per year which is noncumulative.

The minimum leave benefit that may be used is $\frac{1}{4}$ day per occurrence. Employee will earn their sick leave at a rate of .5 days per pay period to a maximum as stated above.

A medical notification must be provided whenever more than three days of sick leave is used consecutively.

Sick leave includes family illness, bereavement leave for immediate family members, and a maximum of 1 bereavement day for other than immediate family. The term "immediate family" shall include father, mother, spouse, brother, sister, son, daughter, grandparents, grandchildren, in-laws, and permanent members of the household.

Policy:

Adopted: 11/13/07

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