

Subject:	LEAVE BENEFITS
Section:	PPG# 2720
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

Leave Benefits

Leave benefits, as specified in the labor agreement or personal employment contract, are granted as a form of insurance to minimize loss of compensation to staff members.

Upon return to work from sick leave, a staff member shall complete a written statement explaining the nature of the absence. A supporting medical statement for two or more shifts by a represented staff member, or five working days for a 40-hour workweek staff member is required.

The district grants a staff member to use accrued sick leave to care for his/ her child under the age of eighteen (18) with a health condition that requires treatment or supervision. The district may require a signed statement from a licensed medical practitioner for those absences in excess of two (2) consecutive days.

When a staff member is injured on the job with a time loss, the district will grant full sick leave for the first three (3) days, provided the staff member has accumulated sick leave to cover and time loss is for fourteen (14) days or less. For each day covered by workers compensation the staff member may use accumulated sick leave to make up the difference between the workers' compensation payments and the staff member's regular salary. In such instances, total pay shall not exceed the staff member's regular pay. When sick leave is exhausted, the staff member may use accrued vacation leave.