

SUPPORT STAFF LEAVES AND ABSENCES

Support staff members shall be granted leave from work when absence is necessary because of personal illness; serious illness or death in the family; and for certain other reasons set forth in negotiated agreements and/or regulated by Committee policy.

Sick Leave

For absence on account of sickness, the employee's supervisor may require evidence in the form of a physician's certificate for the necessity for absence, stating the nature of the illness and the expected duration of absence. If a certificate is not filed after it has been requested, vacation leave or leave without pay may be applied to the absence at the discretion of the supervisor. The supervisor shall require such a certificate at the end of two weeks of illness; subsequent certificates may also be required at his or her discretion.

Employees whose services are terminated shall not be entitled to compensation in lieu of any sick leave not taken. No sick leave credit for prior employment will be allowed to employees rehired or reinstated after a termination of services other than approved leave of absence.

The Chief Financial Officer for business shall maintain on an approved form an attendance record for each employee of the school department, showing sick leave accrued and granted.

Employees injured on the job and receiving workmen's compensation may, upon request, be granted such sick leave allowance payment, as will, when added to the amount of workmen's compensation, result in the payment to them of their full salary, provided they have such sick leave credit.

Sick leave not exceeding 150 days may be granted by the Superintendent to personnel not covered by a specific bargaining agreement, provided all accumulated sick leave and vacation leave have been exhausted. Such additional leave time shall be charged against future sick leave credit at the discretion of the Superintendent.

Other Leaves

Any permanent employee called for an annual tour of duty with the armed forces shall be paid their usual salary for a period not exceeding two calendar weeks and shall be entitled to the same leaves of absence or vacation with pay given to other like employees.

A regular employee called for jury duty shall be paid an amount to bring their salary up to their usual rate of pay. Notice of service shall be filed with the supervisor upon receipt of a jury summons.

Records of Leaves

All payments made for any absence, regardless of nature, will be noted on the payroll and employee's attendance record. The supervisor shall be responsible for the accuracy of such records.

CONTRACT REFS.: AEA (Unit C), XIV, XV, XVI, XVII!
Cafeteria/matrons, "Union representatives," p. 5; "Sick leave," p. 6; "Funeral leave," pp. 6-7, and "Jury pay," p. 7

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