

SUPPORT STAFF SICK LEAVE

Sick leave shall be defined as leave granted to an employee because of a personal illness, medical appointments, or illness or medical appointments of family members or deaths.

Permanent full-time employees shall be granted one day a month sick leave.

Permanent part-time, special part-time, temporary full-time, and temporary part-time employees shall be granted eleven (11) days of sick leave per nine-month contract year (proportional to the length of their individual contract to the nine-month school term).

Permanent full-time, permanent part-time, special part-time and temporary part-time employees may carryover a maximum of 40 sick leave days from one year to the next.

Employees must contact their immediate supervisor in a timely fashion to be credited for sick leave.

Employees earning sick leave are eligible to participate in the sick leave bank under the teacher's Negotiated Agreement Article V Section 5.3.

Only employees categorized as permanent full-time, permanent part-time, special part-time or temporary part-time are eligible to earn sick leave.

Accrued Sick Leave: Any employee that is categorized as permanent full-time, permanent part-time, special part-time or temporary part-time who have been employed by the Wall School District 51-5 for a minimum of ten (10) years and is resigning or terminating employment will be paid for any accumulated sick leave days. Employees who are released or leave before the completion of their contract will be credited with only that portion of their sick leave determined by the fractional portion of completed service.

Reimbursement for sick leave payout will be determined by the following formula:

Accrued sick leave hours times the hourly wage of a classified district substitute divided by two. Payment will be made from payroll.

Surplus Accrued Sick Leave: Any employee that is categorized as permanent full-time, permanent part-time, special part-time or temporary part-time who have been employed by the Wall School District 51-5 for a minimum of ten (10) years will be paid for any sick leave days that have been accumulated above the maximum (File GDBDA).

Reimbursement for any sick leave payout will be determined by the following formula:

Surplus accrued sick leave hours times the hourly wage of a classified district substitute divided by two. Payment will be made at the June pay period of the contract year in which the surplus is accrued.