

## Staff Sick Leave

Each employee of the district shall earn sick leave days annually according to the following schedule:

179-184 day employees-8 days  
199 day employees-9 days  
210-220 day employees-10 days  
240-260 day employees-11 days

Such leave shall be accrued by the employee on the first day of the fiscal year. Half time employees will receive 4 days sick leave per year. Part-time employees are not eligible for sick leave.

1. Unused sick leave days shall accrue from year to year during an employee's employment up to a maximum of ninety days.
  - a. Accrued sick days, over 90, may be "cashed in" at the end of each fiscal year and paid at the substitute rate. In the event of an extraordinary hardship situation of an immediate family member, and the employee has exhausted all leaves; district employees may anonymously donate cashed in sick days to said employee.
2. Sick leave is provided for the employee's use under the following conditions:
  - a. For the employee's illness, including mental or physical illness, or disability, including disability as the result of pregnancy, or for the employee's emotional well being.
  - b. For an appointment with a doctor, dentist or other health care specialist concerning an illness.
  - c. For the illness of the employee's immediate family (employee's spouse, parent, children, brother, sister, grandparent, father-in-law, mother-in law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren and partner in a civil union).
3. Verification of illness may be required.
4. Bereavement leave shall be separate from sick leave.
5. If an employee terminating employment before the end of the year has exhausted all accumulated sick leave (which is not covered by the sick leave

bank), any excess sick days taken by the employee shall be deducted from the employee's final settlement check at the employee's daily rate.

6. No employee shall receive pay for accumulated but unused sick leave at the time of termination of employment, except for retiring employees who shall be paid \$20 per unused sick day.
7. Employees shall notify the substitute coordinator or supervisor so that arrangements can be made for substitutes or other necessary personnel.

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

CROSS REFS.:

*Administrative Policy*

GBME, Staff Federally-mandated Family Leave

GBMC, Sick Leave Bank

**[Revised Aug. 2015]**

Lake County School District R-1, Leadville, Colorado