

CERTIFICATED EMPLOYEE PERSONAL ILLNESS,  
BEREAVEMENT LEAVE, OR ADOPTION LEAVE

Ten (10) days leave will be granted per year, accumulative to forty-five (45) days.

Sick leave may be used for personal illness and a maximum of ten (10) days each year for illness or death or emergencies in the teacher's immediate family (children, grandchildren, mother, father, brother, sister, spouse, or spouse's parents). In case of additional days required, the extended time must be approved by the Board of Education.

Two (2) days of sick leave may be used for bereavement outside of immediate family. If circumstances dictate, these additional days may be used for bereavement leave (making a total of 12 days) for teacher's immediate family. In case of additional days required, the extended time must be approved by the Board of Education.

At the end of the school year, teachers who have accumulated a maximum sick leave of more than 35 days may convert one of the sick days over 35 to a personal day, for a maximum of three personal days.

Teachers who have accumulated maximum sick leave of more than 40 days will be reimbursed in June for unused days over 40 at a rate of current substitute pay, up to a maximum of 5 days. Unused personal days which have accumulated as sick leave are eligible for reimbursement.

Adoption Leave

Ten (10) consecutive working days of accumulated sick leave may be used after a teacher has received custody of a child for legal adoption.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the personal illness leave of such employees shall be followed.

Cross Reference: 404.02 Employee Injury on the Job