SICK LEAVE PROCEDURES

Ineligible Employees

1. Substitute employees are not entitled to sick leave benefits.

2. Employees who are permanently scheduled to work less than 20 hours per week are not entitled to sick leave benefits.

Notification of Available Sick Leave

The District will provide a monthly electronic leave balance statement showing the following information regarding sick leave:

1. Beginning balance;
2. Number of days earned;
3. Dates of use; and
4. Number of days available.

Transfer of Accumulated Sick Leave

1. Pursuant to Idaho Code 33-1217, any new employee may make a written request to transfer any unused sick leave accrued from another Idaho school district or educational agency.

2. Such sick leave will be secured for, and credited to that individual upon verification of employment in another Idaho school district or educational agency during the current or subsequent school year following termination.

Use of Sick Leave

1. Sick leave shall only be used for absences caused by illness, injury, or serious health condition of an employee or the employee's immediate family member.

2. Certified staff shall use sick leave in full-day, half-day or 2 hour increments as outlined in the Master Agreement.

3. Classified staff may use sick leave based on a percentage of the average hours worked per day.

Reporting Use of Sick Leave

All use of sick leave shall be reported pursuant to District procedures regardless of whether a substitute is necessary.

1. Certified employees shall report use of sick leave through the District substitute tracking system.

2. Classified employees shall report use of sick leave through the electronic timekeeping system.

    a. Sick leave used shall be reported in hourly increments.

    b. Sick leave shall be approved by the employee and his/her principal or immediate supervisor through the electronic timekeeping system.

Salary Deductions

Salary deductions shall be made:

1. For sick leave used in excess of that accumulated by an employee (see policy #5425 *Leave Without Pay*).

2. At a daily rate computed on the individual's base salary divided by the number of contract or scheduled days.

Medical Verification of Illness, Injury, or Serious Health Condition

The District may require proof of illness or injury and clearance to return to work from a licensed health care professional at any time following use of Sick Leave or Leave Without Pay for medical reasons.

Return to Work

1. Following an illness, injury, or serious health condition, the principal or supervisor may require proof of the employee's ability to return to work from a licensed health care professional.

2. Positions may not be held open indefinitely when an employee is unable to fulfill job responsibilities.

3. Upon an employee's release to return to work from a licensed health care professional, the District shall make every effort to place her/him in the same or similar position with similar pay.

Long Term Disability

1. Salary and benefits provided by the District shall cease for employee's applying for long-term disability.

2. Unused sick leave shall be reported to the Public Employee Retirement System of Idaho (PERSI) for sick leave entitlement calculation purposes.

Retirement

1. Upon retirement, an employee's accumulated unused sick leave shall be reported by the District to PERSI.

2. For purposes of retirement, administration of Idaho Code § 33-1217 shall be applicable.

Adopted: 12-10-2025 Reviewed: Revised: