

Staff Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of their position due to illness. Therefore, paid sick leave is provided for employees in accordance with this policy.

Accrual

Paid sick leave may be accumulated at the rate of eight (8) hours for each full month of employment. Sick leave for Support Staff Employees who work less than full-time shall accumulate at a lesser rate based upon the amount of time actually worked. Sick leave shall be accrued and awarded on a monthly basis.

Employees may accumulate up to 80 days of paid sick leave. On an annual basis in June of each fiscal year, employees will be compensated for unused leave days in excess of 80 days. Employees will be compensated at a rate of \$60 per 8-hour day for licensed staff/director and \$40 per 8-hour day for other staff.

Use

Sick leave may be taken for the following reasons:

- personal mental or physical illness, injury, or health condition or the need to obtain medical care, or the need to evacuate from an employee's place of residence due to inclement weather or other unexpected events;
- the necessary care and attendance for the employee's family member who has a mental or physical illness, injury or health condition, the need to obtain medical care, or whose school or place of care has been closed due to inclement weather or other unexpected events;
- seeking medical attention or related services if the employee or a member of the employee's family has been the victim of domestic abuse, sexual assault, or harassment;
- the district has been ordered to close by a public official due to a public health emergency;
- the school or childcare provider for the employee's child has been ordered to close by a public official due to a public health emergency and the employee needs to be absent from work to care for their child; or
- bereavement, including funeral services and other financial or legal matters, after the death of a family member.

An Employee must, as soon as practical, notify his/her immediate supervisor of any injury or sickness, which will prevent the Employee from reporting to work. The District

may require proof of illness or injury at any time sick leave is used, either by a statement from the Employee's licensed health care provider, or by an examination of the Employee by a licensed health care provider, or licensed health care providers, selected and paid for by the District.

Employees may use four (4) days of sick leave per fiscal year, beginning July 1st, for the purpose of conducting personal business. Personal leave is charged against accrued sick leave and is not accumulative from contract year-to-year.

For sick leave purposes, the term "family member" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the superintendent.

Documentation may be required for approval of taking four or more consecutive paid sick days. Documentation may also be required for approval of taking more paid sick days than accrued during the year. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee.

Reinstatement upon rehiring

If an employee separates from employment with the district and is rehired by the district within 6 months after the separation, the district must reinstate any paid sick leave that the employee had accrued but not used during the employee's previous employment if that accrued paid sick leave had not been paid out at the time of the separation.

Payment upon retiring/resignation

An employee who leaves on good terms will be paid out for unused sick leave at the rate of \$60 per 8-hour day for licensed staff\director and \$40 per 8-hour day for other staff as follows:

Years of Service with the District	Percentage of time to be paid out
3 to 5.99 years	25%

6 to 9.99 years	50%
10 to 14.99 years	75%
15 + years	100%

Employees may not use their accumulated days to extend employment beyond the last day they are actively working.

Additional leave during a public health emergency

In addition to the paid sick leave generally accrued, on the date a public health emergency is declared the district will supplement each employee's accrued paid sick leave as necessary to ensure that full-time employees who work 40 hours or more in a week may take at least 80 hours of paid sick leave and that employees who work fewer than 40 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. The district may count an employee's unused accrued paid sick leave toward the supplemental paid sick leave.

An employee may use the supplemental paid sick leave until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;
- caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- a determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares for poses a risk to the health of others;
- caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or
- an employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid sick leave during a public health emergency.

Nondiscrimination

The Board, the superintendent, other administrators and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking paid sick leave in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matter.

Notice

To reduce unlawful discrimination and to ensure a healthy workplace environment, the administration is responsible for providing notice of this policy and the poster created by the Colorado Department of Labor and Employment to all district schools and departments. The policy must be referenced in employee handbooks and otherwise be made available to all staff through electronic or hard-copy distribution.

ADOPTED: October 19, 2021

REVISED November 14, 2023

LEGAL REFS.: C.R.S. 2-4-401 (*definition of immediate family*)
C.R.S. 8-13.3-401 et seq. (*Healthy Families and Workplaces Act*)

CROSS REFS.: GBGF, Federally Mandated Family and Medical Leave
GBGH, Sick Leave Bank
GBGL, Staff Victim Leave
GBJ, Personnel Records and Files