

## **CERTIFIED AND CLASSIFIED STAFF SICK AND PERSONAL LEAVE**

Effective date will be September 17, 2007

### **ANNUAL SICK LEAVE**

All staff are allowed ten days annual sick leave, accumulative-30 days per employee. This sick leave is to be used only for personal illness, caring for, or death of members of the immediate family. This includes husband or wife, children, mother, father, brother, sister, grandmother or grandfather of either the staff member, the spouse of the staff member, or anyone living in the immediate household of the employee. During the third year and each subsequent year, any sick leave accumulated above the 30 days will be compensated at the rate of \$50 per day, effective at the end of that school year. In cases of hardship, staff members may make written application to the Board of Education for special consideration stating the circumstance of the hardship and the nature of the relief sought.

### **ACCUMULATED SICK LEAVE**

Staff members have the option of accumulating sick leave up to 60 days. Any reimbursement for days 31 - 60 of this sick leave will be reimbursed at a rate of \$30 when they are paid. After accumulation of 60 days the employee will be reimbursed for any unused sick leave days above that figure at the rate of \$50 per day. Upon retirement or resignation the staff member will be compensated at the following rates:

- \$50 per day for any unused sick leave between 1-30 days,
- \$30 per day for any unused sick leave between 31-60 days,
- \$50 per day for any unused sick leave between 61-70 days.

When directed, the superintendent shall report to the Board of Education all staff members whose absences have exceeded their leave. At the discretion of the Board of Education, any staff member may be required to furnish a health certificate from a doctor duly licensed to practice medicine in the State. The Board of Education reserves the right to have the staff member's health status reviewed by doctors of its choosing with the cost of such examination to be paid by the district. Repeated absences or tardiness is such a neglect of duty as to justify dismissal of the staff member. When all of a staff member's sick leave has been used up, the Board has the option of withholding the result of dividing the staff member's salary by the number of contract/assignment days for each day missed.

### **PERSONAL LEAVE**

Any staff member of the district who finds it necessary to be absent for personal business should report the need to the principal/superintendent. In the event the personal or business leave is granted, the days taken for this leave shall be counted as sick leave in determining the annual and accumulated sick leave. In general, the policy shall be to annually allow for 10 days of sick and or personal leave.

During the school year, no personal leave days or vacation time shall be granted during the first ten days or the last five days of the school year or the day before or the day immediately

following a vacation or holiday. During the calendar year and during the school year, no more than three personal leave days can be taken consecutively.

Employee leave maybe requested which cannot be accommodated with Policy GCBDA – Certified and Classified Sick Leave and Personal Leave as written. For such exceptional leave requests the Superintendent, may approve employee's absence from their assignment. The employee will be charged the daily rate of their substitute for the first two days of leave. Any additional leave will result in the staff member's compensation deducted an amount equal to 1/180 of their annual salary if a certified employee or an amount equal to one day's salary if a classified employee.

Leave for emergency purposes during these time periods may be authorized by the superintendent for reasons such as illness, bereavement, weather, accident, religious holiday, childbirth, graduation or wedding.

#### ***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 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.*

**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

ADOPTION DATE: January 15, 1985

AMENDED AND ADOPTED: February 19, 1986

AMENDED AND ADOPTED: February 18, 1987

AMENDED AND ADOPTED: January 22, 1988

AMENDED AND ADOPTED: March 24, 1993

REVISION DATE: April 17, 1996

REVISION DATE: October 13, 1999

REVISION DATE: April 19, 2000

REVISION DATE: December 17, 2003

REVISION DATE: September 17, 2007

REVISION DATE: June 18, 2012

REVISION DATE: January 20, 2021