

POLICY - 2.12.3 - SICK LEAVE
SCOPE - ALL EMPLOYEES

- A. Employees who are unable to report to work due to personal or dependent illness or injury must contact their immediate supervisor on or before their scheduled starting time. If an employee becomes sick during the day, the supervisor or designee must be notified before the employee leaves work. When sick leave is taken to care for a dependent, the District expects that other care arrangements will be made as soon as possible.
- B. In order to minimize the economic hardships that may result from an unexpected short-term personal or dependent illness or injury, the District provides regular full-time employees with eight (8) hours of accumulated sick leave per month.
- C. Unused sick leave benefits accumulate from year to year. Unused sick leave shall not be compensated upon any employment termination other than retirement. Up to 960 hours of accumulated sick leave will be applied to P.E.R.S. fold-in upon retirement.