

SICK LEAVE

Sick leave utilization shall be for physical and mental disability absences which are medically necessary and caused by illness, injury, maternity disability, or quarantine.

An administrator exercising this leave of absence provision shall notify his/her immediate supervisor of the administrator's need to be absent from service.

The notification described herein shall include an estimate of the expected duration of the absence.

An administrator becoming aware of the need for absence due to surgery, maternity or other predictable or priority scheduled cause, may be requested to submit a statement from the administrator's attending physician as far in advance of the initial disability date as possible. The physician's statement shall include the beginning date of disability, the cause of disability, and the anticipated date of return to active service.

Any unused sick leave credit may be used by the administrator for sick leave purposes without loss of compensation. Upon exhaustion of all accumulated sick leave credit, an administrator who continues to be absent for purposes of this policy shall receive 50 percent differential pay for a period not to exceed one hundred (100) days in any fiscal year. Only one increment of differential pay shall be allowed for any single and continuous absence that extends into more than one fiscal year.

Immediately upon return to active service, the administrator shall complete the District absence form and submit it to the immediate supervisor.

The administrator shall provide, upon District request, additional and acceptable verification of the use of these leave provisions.

An administrator who has experienced a disability absence requiring surgery, hospitalization, or extended medical treatment, may be required to submit, prior to return to active duty, a medical statement indicating an ability to return to the employee's position classification without restrictions or detriment to the administrator's physical and/or emotional well being.

Administrators employed less than twelve months shall be entitled to sick leave credit in the same ratio that his/her number of months employed bears to twelve.

Reference: Education Code Sections 44962, 44963, 44964, 44965, 44973

Policy adopted: February 6, 1978