

**ABSENCE DUE TO PERSONAL ILLNESS, INJURY, OR QUARANTINE:  
SUPERVISORY AND CONFIDENTIAL CLASSIFIED PERSONNEL**

An employee who is required to be absent from duty due to illness, injury, or quarantine, shall receive pay as follows:

1. Each employee shall be entitled to sick leave at the rate of one full day of sick leave for each full calendar month of employment. A probationary employee shall be credited with six full days paid sick leave at the end of his/her probationary period. Each employee shall be entitled to a maximum of 100 days of paid sick leave per fiscal year. Full pay sick days shall be used first and additional days, if any, will be paid at 50 percent of regular daily pay to a combined total of 100 days.

(This means that during a given fiscal year an employee with 25 full days of accumulated sick leave would be entitled to a maximum of 75 additional days of sick leave at one-half pay after exhausting the earned leave. On the other hand, during a given fiscal year an employee who had accumulated 100 or more days of earned sick leave would not be entitled to any additional leave after exhaustion of his/her 100 or more full days of earned leave.)

2. Regular earned sick leave not used in any given year shall accumulate indefinitely, as provided by law. Any unused portion of the guaranteed annual minimum of 100 days sick leave shall not be accumulated.
3. An employee working less than full-time will have these benefits prorated.

Supervisors may investigate any claim for sick leave and/or require the employee to furnish a statement signed by a licensed physician or nurse, or other satisfactory proof of illness. A medical statement will be required when an employee is absent for more than five (5) consecutive working days.

An employee who finds it necessary to be absent from work due to personal illness shall notify his/her supervisor at the earliest possible opportunity. Such notice should be given not later than the beginning of the employee's shift on the day of absence. When able to return, the employee shall notify his/her supervisor before the end of the work day preceding his/her return.

An employee who is hired from another school district will be credited with accumulated sick leave which he/she did not use while in the employ of the previous district providing that he/she was employed by that district for at least one year and accepted employment in the Fullerton Joint Union High School District within one year of termination from the previous district.

Reference: Education Code Sections 45190, 45191, 45193, 45196, 45202

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