

**STAFF  
SICK LEAVE**

It is the policy of the Board of Education to provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind that is essential to the satisfactory performance of services. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth.

1. For the purpose of this policy, support employee is defined as a full-time employee the school district as determined by the standard period of labor, which is customarily understood to constitute full-time employment who is employed a minimum of 175 days and who provides those services not performed by professional educators or licensed teachers which are necessary for the efficient and satisfactory functioning of a school district.
2. The superintendent of schools, or his designee, shall be responsible for administering this plan.
3. A support employee may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, or life-threatening illness or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment. The one day sick leave per month equals the number of hours the employee normally works each day.
4. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel.
5. Unused sick leave shall be cumulative to a total of sixty days.
6. The sick leave granted to support employees under this policy shall provide one paid sick leave day per month of employment granted at the end of the month, not to exceed the number of hours per day for which they are regularly employed.
7. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.
8. Support personnel who are employed for the first time in the school district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 sick leave days.

9. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
  - a) Physician's statement endorsed by the employee
  - b) Employee statement endorsed by the principal or immediate supervisor
  - c) Copies of claims submitted for insurance benefits
  - d) Other information as may be indicated by the circumstances
  
10. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent as follows:
  - a) Sick leave claim on days of unusual or inclement weather.
  - b) Sick leave claim during the last four weeks of employment.
  - c) Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends.
  - d) Reasonable cause exists to believe that sick leave days' benefits are being abused.

Note: The term "immediately family" has been defined as those close family members such as a spouse or children residing within the same household as the employee; it also includes non-dependent children, mother, father, sister, brother, grandparents, grandchildren, mother-in-law, or father-in-law.

### **CHILD CARE LEAVE**

In accordance with state law and if approved by the board of education, an employee who takes no more than 90 days without pay to care for the employee's child during the first year of the child's life shall receive full credit toward retirement for those days missed. The employee shall also receive credit for those days in computing experience for salary.