**Staff Sick Leave**

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to illness. Therefore, paid sick leave is provided for full time employees in accordance with this policy.

Paid sick leave may be accumulated without limit at the rate of 10 days per year. Sick leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family.

For sick leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the superintendent.

Each teacher requiring sick leave or personal leave should notify the building administrator the evening before the anticipated absence or at least before 7:00 a.m. on the day of the absence. Personal leave must be pre-approved and may be contingent upon being able to find a substitute. Current leave days must be depleted before accumulated sick leave days from past years can be used.

Staff members may accumulate up to a maximum of 45 sick/personal leave days. After 10 years of service, an employee who leaves the district will be paid for up to 30 days of accumulated unused sick leave at a rate of $20 per sick day. In the event of death, such payment shall be made to the employee’s estate.

Evidence of illness may be required for approval of sick leave pay.

Sick leave shall not apply during vacation leave, paid holidays or leaves of absence.

Adopted: April 1991

Revised: June 1999

 July 2001

 July 2008

 August 2012

 November 2013

LEGAL REF.:  C.R.S. [14-15-101](http://www.lpdirect.net/casb/crs/14-15-101.html%22%20%5Ct%20%22_blank) *et seq. (Colorado Civil Union Act)*

CROSS REFS.:  [GBGF](http://z2.ctspublish.com/casb/DocViewer.jsp?docid=157&z2collection=core#JD_GBGF), Federally-Mandated Family and Medical Leave

[GBGH](http://z2.ctspublish.com/casb/DocViewer.jsp?docid=160&z2collection=core#JD_GBGH), Sick Leave Bank