

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 18, 2004

REVISED: December 21, 2017

REVIEWED: October 16, 2025

	534. SICK LEAVE
1. Purpose	Purpose A sick leave policy to ensure paid days for such absences shall be established and implemented for eligible classified employees.
2. Definition	Definition Sick leave is defined as leave taken by a regular, full-time employee of the school who is absent from assigned duty because of a disability due to illness or injury, or because s/he has been excluded from school by the school district physician as a result of contagious disease or other condition that creates a hazard for students and other employees.
3. Authority	Authority The Joint Operating Committee shall annually provide full-time, regularly employed classified staff sick leave days, which shall be cumulative.
SC 1850.1	The Joint Operating Committee reserves the right to require a classified employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability and verification of a visit to a physician's office. The Principal or designated supervisor (Supervisor of Building and Grounds, Director of Technology, Business Administrator, Administrative Director) shall grant leave that meets Joint Operating Committee policy and current applicable contract. The Administrative Director shall approve in the absence of direct supervisor. The Joint Operating Committee shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.
4. Delegation of Responsibility	Delegation of Responsibility The Administrative Director shall report to the Joint Operating Committee the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

5. Guidelines	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action. A sick leave absence shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Administrative Director or designee. Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request. Such doubts shall include patterned absences before and after weekends or vacations. Supervisory personnel shall monitor sick leave of this type and counsel employees accordingly. Under no circumstances shall sick leave be used as vacation time. <u>Proof of Disability</u> A classified employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability. A physician's statement may not be presumed to conclusively establish the employee's disability. <u>Records</u> The school's personnel records shall show the attendance of each employee; and the days absent for sick leave purposes shall be recorded, with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee. <u>Expiration of Sick Leave</u> Upon the expiration of all currently earned and accumulated sick leave, an employee may request that the Joint Operating Committee may grant unpaid leave for the remainder of the school year or to the end of the employee's contract period, whichever comes first. Each request shall be considered on its own merits. If such leave is granted, the employee's seniority rights shall be preserved and a similar position of employment made available upon return.
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School Code 1850.1	
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