

Sick Leave

Sick leave is defined to cover illness or injury of the employee or their immediate family.

Immediate family for the purpose of sick leave includes spouse, parent, child, parent-in-law, grandparent, grandchild, sibling, relative resident of the same household, guardian, and ward. This includes any relative or companion residing in the same household.

The District may require proof of illness when deemed appropriate, including but not limited to, abuse of sick leave or false claims of illness.

Unused sick leave will be accumulated from year to year without end, during an employee's continuous service with the District. Compensation shall not be provided for unused sick leave.

All employees who do not use any sick leave in their entire work calendar year shall receive one (1) incentive day of sick leave at the end of the fiscal year. Any incentive sick leave days awarded shall not be transferred to another District, nor credited to the employee's retirement account.

Termination of employment, other than by retirement, shall terminate sick leave rights, except where allowed by Idaho Code 33-1217.

Upon separation by retirement, in accordance with Idaho Code 33-1228, a sum equal to one-half (1/2) of the monetary value of unused sick leave, shall be credited to the employee's retirement account, and shall be used to pay retiree benefit premiums.

Certified Staff

See Negotiated Agreement for details on certified staff sick leave.

Certified employees may use sick leave in either half- (1/2) day or full-day increments.

Classified Staff

Classified employees shall be granted sick leave at the rate of one (1) day as projected for the employment year for each month of service in which the employee works a majority portion of that month. Sick leave shall be calculated proportionate by the average hours worked per day.

Previous Policy: 404.2, 404.5, 603.4

Cross Reference:	5403	Sick Leave Bank
	5404	Sick Leave Donation Program
	5410	Family Medical Leave
	5460	Workers' Compensation Benefits

5815 Work Calendar and Payroll  
Negotiated Agreement

Legal Reference: I.C. §33-1216 Sick and Other Leave  
I.C. §33-1217 Accumulation of unused sick leave – Transfer  
I.C. §33-1218 Sick leave in excess of statutory minimum amounts  
I.C. §33-1228 Severance allowance at retirement

Policy History:

Adopted on: June 27, 2017

Revised on: