

PERSONNEL SERVICES

Policy 4310

Absences, Leave and Vacation

Certificated Personnel

Certificated personnel shall be entitled to ten (10) days of sick leave per year. Unused sick leave shall be accumulative to 60 sick leave days (60 day unused accumulated sick leave limit to be based on unused sick leave remaining at the end of each school year). Sick leave shall include personal illness, temporary disability, or permanent disability of the employee. The Board reserves the right to require a physician's certification attesting to the illness or disability of the claimant and/or inclusive dates of the employee's incapacitation if the absence is for more than ten (10) consecutive days or if the certificated employee's total days of absence exceeds his/her accumulated sick leave days.

Certificated employees shall be reimbursed at a rate equal to the daily pay rate of a substitute teacher for each unused sick day that exceeds 60 accumulated sick leave days at the end of the school year; except that a certificated employee leaving the district via resignation or retirement shall submit a written resignation or a written request to be leased from his/her contract for the following school year on or before April 30 to qualify for said reimbursement.

When a certificated employee leaves the district via resignation or retirement, he/she shall be reimbursed at a rate equal to the daily pay rate of a substitute teacher for each day of accumulated sick leave (60 accumulated sick leave days or less) remaining; provided the certificated employee submits a written resignation or a written request to be released from his/her contract for the following school year on or before April 30.

Support Staff

Support staff whose employment contract is for less than 12 months shall be entitled to 7 days of sick leave per year with said sick leave being accumulative to 36 sick leave days. Support staff whose employment contract is for 12 months shall be entitled to 8 days of sick leave per year with said sick leave being accumulative to 42 days.

Sick leave for all non-certified employees shall include personal illness, temporary disability or permanent disability of the employee. The Board reserves the right to require a physician's certification attesting to the illness or disability of the claimant and/or the inclusive dates of the employee's incapacitation if the absence is for more than five (5) consecutive days or if the non-certified employee's total days of absence exceeds his/her accumulated sick days.

Amended: November 16, 1999

Ref: Missouri School Boards Association Policy-Files GCBDA & GDBDA