

Agenda Item 4D:

**3.08 Sick Leave.**

Full-time employees accrue sick leave at the rate of 96 hours per year. The accrual for part-time employees is pro-rated based upon the number of hours worked. Accruals for sick leave begin on the first day of employment and may be used by non-probationary employees as time is accrued, except as described in section 2.03(A). The minimum amount of sick leave that may be used is 0.25 hours. Sick leave is to be utilized for non-work related illness or injury or for medical/dental appointments. Up to one-half of the accrued annual sick leave may be used to care for an employee's ill child, spouse, parent, domestic partner, child of a domestic partner or legal dependent. Absences of longer than four (4) days will require medical evidence of the illness and/or medical certification of fitness to return to work before sick leave will be awarded. Sick leave is accumulated from year to year with maximum accrual of 2088 hours. No payment will be made for unused accrued sick leave upon separation from service for employees with less than five years of employment with the District. Employees with five or more years of employment with the District will be paid 50% of their accrued sick leave upon separation of service.