

Subject: STAFF SICK/BEREAVEMENT/PERSONAL LEAVE

1. All employees working twelve (12) months per year shall be entitled to twelve (12) days of sick leave per year without loss of pay.
2. Absence for the employee's own illness, disability or quarantine shall be charged against sick leave. Essential treatments, examinations for diagnostic purposes and other absences related to an employee's health shall be allowed as sick leave when such treatments or examinations must be made during work time. The minimum deduction shall be one half (1/2) day of sick leave. Sick leave shall also be paid for half days.
3. An employee who is absent due to serious illness and/or death in his/her immediate family may also have such absences charged to this standard sick leave allowance. "Immediate family" shall be interpreted to include husband, wife, son, daughter, brother, sister, father or mother of the employee or any relative living in the immediate household of the employee.
4. For a regularly appointed part-time employee or for an employee beginning work at any time later than July 1 (either because of illness or late appointment), the sick leave entitlement shall be directly proportionate to the amount of time served.
5. Annual sick leave shall be credited to the employee on July 1. An employee unable, because of illness or disability, to report for work at the beginning of the year shall not be credited with sick leave for that year until he/she has returned to service. Upon his/her return, however, he/she shall be credited with an adjusted sick leave allowance which shall be used to diminish any deduction sustained for the absence.
6. For each actual work day an employee loses, after both standard and additional sick leave allowances are exhausted, deduction shall be made from his/her salary in an amount of his/her annual salary divided by the number of actual days in the employee's work year.
7. An employee may be required to furnish satisfactory medical proof of illness or disability.
8. An employee separating his/her employment before the end of the year who has used more of his/her sick leave than the fraction of the year warrants shall have the proportionate amount deducted from his/her final settlement check.
9. Bereavement leave shall be granted to all employees at the rate of three (3) days per year, non-cumulative, for a death in the immediate family. Immediate family to

include: spouse, domestic partner, child, mother, father, brother, sister, mother-in-law, father-in-law, aunt, uncle and grandparents. Bereavement days shall also be granted for other deaths as determined by the employee, and Executive Director. All bereavement days shall be charged to the employee's cumulative sick leave.

10. Upon an employee's separation from employment through retirement, nonrenewal of his/her contract, or death, any accumulated, unused sick leave time shall be paid out at 40% of the employee's per diem rate of compensation.