

Staff Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to illness. Therefore, paid sick leave is provided for employees in accordance with this policy.

Leave days allotted to District employees will equal the number of months worked plus two (2). For example, employees working nine (9) months per year shall be entitled to eleven (11) days of leave per year without loss of pay, and employees working 10 months per year shall be entitled to twelve (12) days leave. Twelve (12) month employees will receive fourteen (14) days leave per year.

All sick leaves are cumulative to forty days (40). Any employee who has accrued over the 40 days of sick leave will not receive any added leave days until they fall under the 40-day threshold. If an employee needs more than the days they have accumulated they can apply to the sick bank (policy GBGH).

Upon resignation/retirement of employment, an employee who has had continuous employment in the District for a minimum of three years may be reimbursed for accumulated leave when leaving the District.

Reimbursement will be at a rate of 50% of the current daily substitute's pay rate for those days accumulated up to a maximum of 24 days. The employee must notify the District Business Manager in Writing by June 10th of his/ her intention to be reimbursed for "Leave Buy-Back". Payment for this "Buy Back" will be made at the time of the June payroll. In the event of death, such payment shall be made to the employee's estate. Note; any staff member who has retired and received the "leave buy back", will not qualify for another "leave buy back" if they return as an employee.

Leave shall not apply during vacation leave, paid holidays or leaves of absence.

Leave shall be paid in half/full day increments only.

Annual 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 leave for that year until he/she has returned to service. Upon his/her return, however, he/she shall be credited with an adjusted leave allowance which shall be used to diminish any deduction sustained for the absence.

Leave requested immediately before or after a holiday shall only be approved in unusual circumstances where feasible alternatives are not available. The employee shall present a rationale as to the urgency and necessity of the leave request. The employee's immediate supervisor and the Superintendent of Schools or his/her

designee shall consider and may approve the request. The Superintendent of Schools shall have the final authority to approve/deny such leave.

Documentation may be required for approval of taking three or more consecutive paid sick days. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee.

If an employee separates from employment with the district and is rehired by the district within 6 months after the separation, the district must reinstate any paid sick leave that the employee had accrued but not used during the employee's previous employment if that accrued paid sick leave had not been paid out at the time of the separation.

Additional leave during a public health emergency

In addition to the paid sick leave generally accrued, on the date a public health emergency is declared the district will supplement each employee's accrued paid sick leave as necessary to ensure that full-time employees who work 40 hours or more in a week may take at least 80 hours of paid sick leave and that employees who work fewer than 40 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. The district may count an employee's unused accrued paid sick leave toward the supplemental paid sick leave.

An employee may use the supplemental paid sick leave until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;
- caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- a determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares poses a risk to the health of others;
- caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or
- an employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid sick leave during a public health emergency.

Nondiscrimination

The Board, the superintendent, other administrators and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking paid sick leave in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matter.

Notice

To reduce unlawful discrimination and to ensure a healthy workplace environment, the administration is responsible for providing notice of this policy and the poster created by the Colorado Department of Labor and Employment to all district schools and departments. The policy must be referenced in employee handbooks and otherwise be made available to all staff through electronic or hard-copy distribution.

1st reading 2-14-2023
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Revised: 3-14-2023

LEGAL REFS.: C.R.S. 2-4-401 (definition of immediate family)
C.R.S. 8-13.3-401 et seq. (Health Families and Workplaces Act)

CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave
GBGH, Sick Leave Bank
GBGL, Staff Victim Leave
GBJ, Personnel Records and Files