

Section 400 – Personnel

Certificated Employee Vacations & Leaves of Absence

Certificated Employee Personal Illness Leave

File: 410.02

Any employee who is unable to report to work because of a health related condition shall contact his or her building principal or designated supervisor at the earliest opportunity.

If any employee experiences a health related absence of three days or more or demonstrates a pattern of frequent health related absences, the board of education reserves the right to require the employee to present school officials with a physician's statement for documenting either (1) the need to remain absent from work or (2) the employee's fitness to return to work. The school district further reserves the right to require a second opinion on such medical circumstance from a physician chosen and reimbursed by the school district.

Should an employee have a prolonged health-related absence beyond provisions as set forth by school district policy or refuse to cooperate in securing physicians' statements as described above, the board of education reserves the right to terminate the employment.

In the event an employee contracts a communicable disease, continued employment decisions will be based on guidelines established by the Nebraska State Department of Health.

Sick Leave

- A. Beginning with the 2020-2021 school year, certified personnel of the O'Neill Public School are entitled to a total of ten (10) days in the first year of employment. In each year following, the employee shall be entitled to ten (10) additional days. Such leave shall be allowed to accumulate to a maximum of forty-five (45) days.
- B. Sick leave may be used for personal illness, accident, surgery, or other medical procedure of the employee or member of the employee's immediate family. Immediate family shall be defined as: the employee's spouse, mother, father, or child. The definition of immediate family may be expanded to include other individuals with the superintendent's approval.
- C. Annually beginning with the 2020-2021 school year, two (2) sick days carried over from the previous year may be exchanged for one additional day of personal leave **or** one additional day of professional leave. Those intending to exchange sick leave for personal or professional leave, must notify Central Office by September 1st of each year.
- D. Staff members may donate unused sick leave for use by another staff member. Each day of donated sick leave shall result in one (1) day of sick leave available for use by another staff member.
- E. Sick leave may be converted to hours instead of days and will be based on an eight (8) hour day. Sick leave may be used for doctor and dental appointments which

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cannot be scheduled before or after school hours. The administration may request a written statement from the doctor or dentist.

- F. Up to three (3) days of sick leave may be used for bereavement leave for the following family members: spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of the employee. Additional days for bereavement may be approved by the superintendent. Sick leave may be used for non-family funerals.

Child Rearing Leave

Twenty (20) working days per year of accrued sick leave will be allowed for child rearing leave beginning from the date of birth or adoption. Additional leave may be granted upon written statement of medical necessity by a physician. In cases where the employee does not have 20 days of accrued sick leave, sick leave days from other staff members would be available for child rearing leave.

Cross Reference: 404.02 Employee Injury on the Job