

Section 400 – Personnel
Support Staff Leaves of Absence
Support Staff Personal Illness Leave

File: 415.02

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, classified 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. One (1) day of unused sick leave, over the 35th day of sick leave each year, may be carried over to the following year and designated for use as another day of accumulated sick leave or as another day of personal leave.
- 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 their regular daily schedule. Sick leave may be used for doctor and dental appointments

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which 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.

Legal Reference: 26 U.S.C. §§ 2601 et seq. (Supp. 1994)
29 C.F.R. Pt. 825 (1996).

Cross Reference: 404.02 Employee Injury on the Job
415.03 Support Staff Family and Medical Leave
415.08 Support Staff Unpaid Leave