

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 and as outlined in Schedules A, B and C.

Sick leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family.

For sick leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the executive director. An employee may be required to furnish satisfactory medical proof of illness.

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.

Sick leave shall be earned on a monthly basis for employees under Benefit Schedules A, B and C.

Reports regarding employees' sick leave utilization are generated on a monthly basis and submitted to program directors to monitor usage.

Prior to the end of the employee's work year, if the employee is in arrears in sick leave, a systematic procedure to dock the employee's pay will be put in place. For each actual work day an employee loses, after both standard and additional sick leave allowances are exhausted, a deduction shall be made from his/her salary in the amount of his/her annual salary divided by the number of actual days in the employee's work year. Any employee leaving 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.

An employee may accrue the maximums as outlined in Benefit Schedules A, B and C. Sick leave shall not apply during vacation leave, paid holidays or leaves of absence.

Any employee leaving employment with Centennial BOCES will be eligible to receive a portion of their unused sick leave, at the current state minimum wage, in accordance with Schedules A, B and C.

LEGAL REF.: C.R.S. 14-15-101 et seq. Colorado Civil Union Act

CROSS REF.: GBGF, Federally-Mandated Family and medical Leave

Revised: April 18, 2019

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Centennial BOCES