

Upon approval of the immediate supervisor, school personnel may use sick leave by utilizing the following procedures:

1. Notify the immediate supervisor of any absence due to illness.
2. Enter absences into the Columbia County School System Substitute/ Employee Management System at the time of absence.

Earning Sick Leave

As defined in Board Policy GBRIB, employee sick leave days will be earned and reported in hours on a monthly basis. The only exceptions will be for new employees and transferees from out-of-state or private schools who will be advanced their leave for the first year only. Employees must report leave in hourly increments.

Sick leave hours are earned monthly by multiplying the number of hours worked per day times 1.25. Example: 7 hour work day times 1.25 equals 8.75 hours per month.

For leave purposes only, all nine-month transportation employees will earn leave based on a three-hour workday. An employee missing one shift (morning or afternoon route) will report 1.5 hours of sick leave. If an employee misses both shifts, three hours of sick leave will be reported.

Sick leave hours will be earned on the following monthly cycle:

Nine Months (180-186 days)	August - April
Ten Months (190-205 days)	August - May
Eleven Months (220 days)	August - June
Twelve Months (225-250 days)	July - June

An employee must work **half of the working days in a month** or have sufficient leave to cover **half of the working days** in a month in order to earn that month's leave.

Page 2 of 3 - Procedure GBRIB - Illness-Sick Leave

Part-time employees will earn a pro-rata share of a full-time employee's leave as follows:

20% - Teaches 1 class per day	2 hours per month
40% - Teaches 2 classes per day	4 hours per month
49% - Returning Retirees	5 hours per month
50% - Certified staff	5 hours per month
59% - Teaches 3 classes per day	6 hours per month
79% - Teaches 4 classes per day	8 hours per month
Non-certified employees	Based on daily hours worked

An employee's pay will be reduced when used leave exceeds earned leave. The reduction in pay will occur in the following month's paycheck.

The principal or department head is responsible for verifying leave for all employees based at their school or department. Each month the principal or department head (supervisor) is required to verify the accuracy of leave for each employee. When the leave is verified as accurate and both the automated leave program and the payroll leave system data match, the Monthly Leave Report Certification Form must be signed by the supervisor and forwarded to the Business Department by the 10th day of each month.

Leave MUST be reported through the automated leave management program and not directly into the payroll system.

The principal or department head has the discretion to authorize up to two hours of unrecorded sick leave for an employee in any given week. The unrecorded leave should be infrequent and not abused by the employee.

Transfer of Sick Leave Days

The Columbia County Board of Education recognizes that an employee may have a personal or family illness that exhausts all of his/her accumulated sick leave days. An employee may request to transfer his/her sick leave days to an employee that has exhausted all of his/her sick days because of a catastrophic illness or one in his/her immediate family. In some situations the employee's insurance options may provide a more economical solution; therefore, the principal or department head should first discuss all options with the Business Department before making this request.

Procedure GBRIB - Illness -Sick Leave - Page 3 of 3

Each employee will be allowed to transfer up to two days per year to another employee at the same school location. This includes all school-based employees (custodians, school nutrition, TSS, etc.). The central office staff will be treated as one location (Business Department, DOCS, Human Resource Department, etc.) A total of 90 days may be transferred to the same individual in one school year.

A spouse may donate up to ten days per year of his/her sick leave to his/her spouse for a catastrophic accident or illness. The spouse must donate all available sick day leave up to the ten days to his/her spouse before another employee can donate days to this same employee.

The principal or department head must complete the Request to Transfer Sick Leave Days Form to the Business Department requesting the transfer of days for the employee. The Sick

Leave Transfer Form must be completed each month for days transferred from each employee to the employee with the illness. The Sick Leave Transfer Form must be in the business office by the 10th of the month for the prior month's sick days.

The appropriate transfer leave codes must be recorded for both the receiver and the donor for each day transferred. The absences for the receiver will be recorded as usual.

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Columbia County Board of Education

Procedure GBRIB - Illness-Sick Leave

Request to Transfer Sick Leave Days Form

School or Department: _____

Employee: _____

Social Security Number: _____

Explanation of Medical Need:

Principal or Department Head

Signature: _____

Date: _____

