

BOARD POLICY

Descriptive Code: GBRIB

ILLNESS - SICK LEAVE

Date: February 26, 2008

The Columbia County Board of Education provides sick leave for all employees. With the prior approval of the immediate supervisor, employees may utilize sick leave due to the following causes:

1. Personal illness, injury or exposure to contagious disease by which the health of students would be endangered by attendance on duty;
2. Illness in the employee's immediate family as defined as father, mother, dependent child, or spouse of the employee concerned, which necessitates the employee's presence for care, as limited in duration by Policy GBRIC - Family and Medical Leave;
3. Illness in the family not covered above, to include siblings, non-dependent children, grandparents, grandchildren, in-laws, or relatives living in the home of the employee, for a maximum of five days;
4. Birth or legal adoption of a child or grandchild for a maximum of five days; or
5. Required medical appointments or procedures for the employee, child, or immediate family requiring the presence of the employee.

Requests for exceptions will be reviewed by department heads/principals and forwarded to the Superintendent of Schools for consideration.

All absences must be due to a medical necessity as elective cosmetic treatments and procedures in general do not qualify.

Sick leave is earned on an annual basis for all categories of employees at the rate of one and 1/4 days per month of service, as defined below:

Nine Months (180-186 days)	11 1/4 days
Ten Months (190-205 days)	12 1/2 days
Eleven Months (220 days)	13 3/4 days
Twelve Months (225 or more days)	15 days

All employees of the Columbia County School System may accumulate up to 90 days of sick leave. The Columbia County School System will accept accrued sick leave transferred from other Georgia public school systems, regional education service agencies (RESA) and other Georgia educational agencies affiliated with the Georgia Department of Education, and the University System of Georgia, up to a maximum of 45 days for all categories of employees. Unused sick leave which is not transferred to another Georgia system is forfeited upon separation from the Columbia County School System and no payment for such days is granted. Georgia law, OCGA 20-2-850, does contain provisions for reinstatement of sick leave under limited situations.

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An employee may request up to a total of ten days of personal/sick leave per school year for the purpose of visiting with his or her spouse prior to deployment to or during leave from an overseas assignment to a combat zone or combat support posting. The employee must provide official documentation of the leave to the principal or immediate supervisor.

Employees will be permitted to transfer up to two days of sick leave per year to another employee in the same school or department who has exhausted all accumulated leave due to a personal or family catastrophic accident or illness. A spouse may donate up to ten days per year of sick leave to the spouse if sick leave has been exhausted due to a catastrophic accident or illness.

An employee, having accumulated a minimum of two days above the state funded maximum of 45 sick leave days, may request up to two additional personal leave days to be deducted from the employee's sick leave balance for the purpose of attending meetings associated with the pursuit of a higher degree, provided the employee has used the allotted three personal leave days for this purpose. The employee will follow the process of requesting these additional personal leave days through the immediate supervisor.

In the event of a separation of service during a period of illness, deduction shall be made from said employee's regular salary, which may be due, in the amount sufficient to cover the sick leave not earned by said employee.

In case of illness, exposure to contagious disease, injury or death in the immediate family, the employee is to notify the principal or supervisor at the earliest possible moment in order to allow time to notify the substitute. The employee will also notify the principal/supervisor of the expected date of return to regular work so as not to inconvenience the principal/supervisor or substitute employee.

When an employee is absent for more than three consecutive days due to illness, exposure to contagious disease, or sickness in the immediate family, a doctor's certificate may be requested to accompany the request for sick leave pay. Employees absent for six or more consecutive days due to their own illness or injury, or an illness or injury to a member of the immediate family as defined in item 2 above, must apply for Family and Medical Leave as governed by Policy GBRIC, Family and Medical Leave, by completing the FMLA Request Form and submitting the required doctor's certification. The Columbia County Board of Education reserves the right to require appropriate certification and to designate as family and medical leave any absences which qualify for leave under the Family and Medical Leave Act of 1993.

PROCEDURE: YES

ADOPTED: 03/14/95

REVISED: 02/24/98, 8/10/99, 9/10/02, 6/24/03, 12/12/06,
3/13/07, 9/11/07

Columbia County Board of Education