

## North Orange County Regional Occupational Program

# Administrative Regulation

ROP AR 4161.1

### Certificated Personnel

#### PERSONAL ILLNESS/INJURY LEAVE

Every certificated employee working a **regular assignment of 30 or more** hours each week is entitled to 10 days= personal illness or injury leave of absence per school year with full pay. Employees working less than 30 hours per week are entitled to an amount of leave in the proportion their regular assignment bears to a full-time assignment.

Sick leave shall be credited at the beginning of the school year. Employees who do not complete a year of service will be charged for any unearned sick leave used as of the date of termination. Such unearned sick leave shall be deducted from the employee's final paycheck.

Unused days of sick leave shall be accumulated from year to year without limitation.

Employees may use sick leave as provided for in this policy for absences due to pregnancy, miscarriage, childbirth and recovery. Such leave will run concurrently with any state and federal statutory leaves for which the employee is eligible.

The Superintendent or designee shall establish regulations requiring proof of the employee's medical need for leave and specifying procedures for making such verification.

Employees may use up to one half of the current year's sick leave to attend to an illness of a child, parent, spouse, or domestic partner of the employee.

Upon request, employees who terminate their service to the ROP may have their unused accumulated sick leave transferred to another school district with which they become employed.

#### Extended Sick Leave

Upon exhaustion of regular sick leave, certificated employees who continue to be absent on account of illness or injury will be paid at one-half their regular rate of pay for up to 100 work days. Earned sick leave shall be used first and then one-half pay will be applied to the number of days left, not to exceed a total of 100 work days. Employees on extended sick leave must provide a "medical disability certification" form, completed by his/her physician to the assistant superintendent, administrative services, before returning to work.

A certificated employee is entitled to only one 100-day period of leave per illness or injury. if the school year ends before the 100 workdays are exhausted, the employee may, if absent due to the same injury or illness, use the balance of the 100 days in the next school year.

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