

Administrative Regulation

ROP AR 4261.1

Classified Personnel

PERSONAL ILLNESS/INJURY LEAVE

Every classified employee working a regular assignment of 40 or more hours each week is entitled to one day of personal illness or injury leave for each month worked or 12 days' absence per school year with full pay. Employees working less than forty hours per week are entitled to an amount of leave in the proportion their regular assignment bears to a full-time assignment.

Sick leave is earned at the rate of one day per month. Sick leave of up to the amount earned in the current school year may be taken before it is accrued; however, new employees are not eligible to take more than six days, or the proportionate amount to which they are entitled, until they have completed six months of active service with the ROP. Employees who leave 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 by which such verification shall be made.

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, and presentation of a physician's written verification of the need for extended sick leave, classified 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 five school months. 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 five school months. Employees on

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extended sick leave must provide a physician's release to return to work, specifying any functional limitations, to the assistant superintendent, administrative services, before returning to work.

A full-time employee on extended sick leave shall earn one day of sick leave each month; part-time employees shall earn the proportionate amount.

Upon exhaustion of all available paid leave, if the employee is not medically able to resume the duties of his/her position, the employee shall be placed on the 39 month reemployment list.

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