

Administrative Directive Title: Procedures for Sick and Bereavement Leave	AD Number: 5.302.1	Adopted: July 2013 Former Descriptor: PER1
Policy References: Board Policy 5.302 - Sick and Bereavement Leave	Revised: 2/14; 6/14; 8/15; 8/16; 9/18; 10/20; 1/24; 11/24	

- 1 **Sick Leave**
- 2 Full-time employees accumulate sick leave pursuant to Board Policy 5.302. Employees may use paid
- 3 sick leave by making an oral or written request to their supervisor prior to the absence. Principals and
- 4 supervisors have discretion in setting specific methods for notification. Advance notice of the intent to
- 5 take sick leave is requested when possible. The employee is responsible for inputting the absence into
- 6 the absence management system as soon as possible following the request.
- 7 The Director of Schools or designee may require a physician’s statement for any sick leave claim. In
- 8 instances where the employee is absent for five (5) or more consecutive days, the employee must submit
- 9 a physician’s statement to their supervisor and the Human Resources Department. Falsified medical
- 10 documentation may be grounds for disciplinary action. If there is a pattern of intermittent sick leave
- 11 requested, the employee will be referred to the Human Resources Department for additional consultation
- 12 on extended leave options and ADA processes.
- 13 Pursuant to Board Policy 5.302, employees may also use one (1) sick day for a religious holiday not
- 14 included on the district calendar, as long as the employee provides five (5) days’ advance notice to their
- 15 supervisor.
- 16 Accumulated sick leave may also be used for bereavement leave in compliance with Board Policy 5.302.
- 17 Documentation will be required to verify the bereavement event or familial relationship in any
- 18 bereavement claim, and documentation must be submitted within five (5) working days of returning to
- 19 work.
- 20 **Unexcused Absences**
- 21 Sick leave is not considered an unexcused absence if the employee presents a valid statement from a
- 22 medical provider within a reasonable amount of time after it is either requested by a supervisor or the
- 23 employee returns to work.