

Staff Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of their position due to illness. Therefore, paid sick leave is provided for full time employees in accordance with this policy.

Paid sick leave may be accumulated without limit at the rate of 9 days per year. Sick leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family.

“Blackout Days”: defined as the first day of school and the last day of school, school days prior to recognized holidays and school days following recognized holidays, and other days noted on the school calendar. Staff will be deducted one and a half (1.5) days for absences on Blackout Days.

Staff may appeal to the Superintendent of schools to request an absence on a designated Blackout day for a possible waiver, and the appeal must be made prior to the request. In the case of emergency, contact with the Superintendent must be made as soon as feasible to appeal.

The Superintendent’s decision will be final.

For sick leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the superintendent.

An employee who is eligible for retirement in accordance with the Public Employees Retirement Association shall be paid for three-fourth of all accrued sick leave not taken based on the rate of pay for a substitute not to exceed payment for more than 30 days of accrued sick leave. The employee must have 20 years of service in North Conejos School District with the last 10 years being consecutive.

Evidence of illness may be required for approval of sick leave pay.

Sick leave shall not apply during vacation leave, paid holidays or leaves of absence.

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CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave

North Conejos School District RE-1J, La Jara, Colorado 81140