

	<b>Huron School District #2-2</b>	Code: GDBD-1(N) Support Staff Leaves & Absences Sick Leave Plan/Class I
	Policies and Regulations	

**SUPPORT STAFF LEAVES AND ABSENCES  
SICK LEAVE PLAN/CLASS I**

1. 96 hours of sick leave for the first year in the Huron school system and 96 hours of sick leave for each succeeding year cumulative to 960 hours shall be allowed every Class I employee without deduction in pay for the sick leave period to which the Class I employees are entitled.

Sick leave will accumulate on the following schedule. On the first day of term of employment, each Class I employee will be granted 8 hours sick leave. At the end of each calendar month, he/she will be granted 8 additional hours until he/she has earned 96 hours.

Class I employees may borrow sick leave from the normal yearly allowance, if employment is terminated prior to the end of the employment term, the following procedure will prevail; all used, but non-accumulated hours will be deducted from the last pay check at the normal hourly rate. (Number of yearly working hours divided into the agreed base salary.)

Examples of cumulative days:

1st year – 96 hours total	6th year – 576 hours total
2nd year – 192 hours total	7th year – 672 hours total
3rd year – 288 hours total	8th year – 768 hours total
4th year – 384 hours total	9th year – 864 hours total
5th year – 480 hours total	10th year – 960 hours total

2. Sick leave may be taken because of personal illness, injury, or on order of a physician to remain absent due to exposure to disease, or to obtain the services of a medical professional that cannot be obtained during the non-school hours. One-quarter hour is the minimum sick leave period.
3. **Doctor’s Certificate Clause**  
After an absence from school due to sickness or illness, the employee may be required to furnish proof of illness. This proof will be in the form of a doctor’s certificate. The board of education, at its expense, may also request a physical examination of the employee by a physician designated by the board. The decision of the school physician shall be final.

Additional Sick Leave Benefit:

4. Class I employees will establish a system of requesting/donating sick leave hours.

A Class I employee who is diagnosed with a serious, life-threatening illness that will require him/her to use all of his/her sick leave, vacation, and short term leave days may appeal to the Class I employee group for an individual donation of up to 16 hours of sick leave per fiscal year from each group member. However, no more than 16 hours of sick leave may be donated by any Class I employee during any fiscal year. This limitation is not applicable to vacation days. This appeal will be made either by email or written request and sent to each employee in

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the group. A list of Class I employees can be obtained from the Business Office. Whether to donate to the request will be left to each individual employee's discretion. Any employee wishing to donate sick leave or a vacation leave will either email or send to the Business Office a written statement of the number of hours he/she is willing to donate. The Business Office will notify the employee making the request how many hours of sick leave have been donated by the group.

This does not include maternity leave, family illnesses, or illness that does not require continued physician monitoring.

5. Class I employees will be paid \$10.00 (dollars) per hour for each hour of earned accumulated sick leave that is eligible for carryover, a maximum of 960 hours, when they end employment. Sick leave pay-out will not take place if a staff member is terminated for cause from their work.