

Extended Sick Leave

If all eligible leave is exhausted, the full-time employee may be eligible for extended illness benefits under the conditions that follow. The district provides an extended illness benefit program through local funds. Should the employee's child (or any family member) become ill and require the employee's presence, extended illness benefits may begin the first day after the exhaustion of all eligible leave. To be eligible for the extended sick leave benefit, an employee must have been employed by the school district for at least 12 consecutive months prior to the need for the leave.

An employee must verify [form DEC(L)(E)3] the illness of self or a family member when the illness lasts more than five consecutive days for self or for the family member. The district provides for extended benefits for the employee (for self or family member) care when all eligible leave has been exhausted and the illness is for five consecutive work days. To say it in another way, the employee or a family member may be eligible for extended leave benefits when the employee or family member has been ill for at least five consecutive days.

The employee may be granted up to 30 days at half dock of the employee's regular daily rate of pay only once each school year, defined as July 1 through June 30. However, if an employee does not return from local extended sick leave for at least thirty (30) days during the school year in which the leave began, the employee must return during the next school year in order to be eligible for another 30-day extended sick leave.

Employees hired to work less than 100 percent of the day, but at least 50 percent, shall be granted extended sick leave in proportion to the percentage of time they are employed.

Applications for leaves of absence should be submitted to the Human Resources Department. The leave of absence should be submitted prior to the employee's absence, and the local extended sick leave paid benefit cannot be applied retroactively.

A more complete description of the extended sick leave benefit can be found in the CISD Employee Handbook.