

Payroll/Personnel Procedure #7

Sick leave absences

This Payroll/Personnel procedure is to authorize Rush City School District Administration to notify employees when they have used one half of their allocated annual sick leave in a given year.

After 10 days of sick leave absence, in a year, the employee will be asked to provide a medical certification for each sick leave day.

(Note: This does not change the past practice of an employee that is gone more than 3 consecutive days to provide a medical certification, even if it is the first absence in a given year, the 10 days above does not apply)

After all annual sick leave is exhausted no further leaves will be approved unless a medical certification is provided and/or Board approval per FMLA.

ISD#139 Adopted: _____ Effective: _____
Motion by: _____ Seconded by: _____