

Downey Unified School District

CERTIFICATED PERSONNEL

ABSENCES - ILLNESS

AR 4154

Notification Procedure

When it is necessary to be absent because of illness, certificated employees are to notify the Certificated Personnel Office as soon as possible, but not later than 7:00 a.m. on the day they will be absent. In case of return to work, employees shall notify their immediate supervisor not later than 2:00 p.m. on the day preceding their return. If an employee fails to give due notice that he/she will be at work on the following day and a substitute appears for the day's work, the employee's salary for that day will be deducted the amount paid the substitute.

Accumulation of Sick Leave

Certificated employees are allowed 10 days' sick leave annually. There is no limit to the number of sick leave days that may be accumulated. If one is employed late, or resigns early, sick leave will be prorated. Since sick leave is credited to the employee's account in advance of accrual, an employee must reimburse the District for any overuse of sick leave if he/she serves fewer months of employment than the number of days of sick leave he/she has used.

Adult School

Sick leave is accumulated and is based upon the hourly assignment. Each instructor accumulates one hour of sick leave for each 17.5 hours of teaching. Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day. If such employee does not take the full amount of leave allowed in any school year, the amount not taken shall be accumulated from year to year without limit. Adult School teachers shall be able to utilize accumulated sick leave hours at any time they have an adult school assignment.

Use of Sick Leave

After the expiration of the current year's sick leave, a certificated employee who is absent because of illness or injury shall receive full pay for his/her accumulated sick leave. After an employee has exhausted his/her accumulated sick leave, he/she shall be paid for a maximum of 100 days, no less than the difference between his/her regular salary and the per diem salary of a regular substitute who would be employed to fill his/her position during his/her absence. If at the end of this 100 day period in any contractual year the employee is unable to return to work, he/she shall be placed on leave of absence without pay.

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Use of Sick Leave - continued

A maximum of eight days of accumulated sick leave of absence for illness or injury allowed in any one year pursuant to the Education Code may be used by the employee, at his/her election, in cases of personal necessity under the regulation for Personal Necessity.

Teachers shall be eligible to use up to two days of unrestricted personal business leave per each school year, to be deducted from any available sick leave days accrued. Teachers shall be required to give the District 24 hours advance notice to use such personal business leave.

No additional sick leave with pay beyond that specified in this section shall be granted without specific authorization of the Board of Education.

When an employee of the District has taken sick leave for mental health purposes, upon his/her return and before assuming his/her job responsibilities, he/she shall submit to the Personnel Office a written release from the State hospital where he/she was treated or, if treatment was not given at a State institution, shall submit himself/herself to a psychiatric examination conducted by a District-selected psychiatrist.

The District shall pay all fees in connection with such an examination.

The Board of Education reserves the right to require an employee to furnish proper proof of cause of absence when called upon to do so for absences of five days or less. An affidavit of absence signed by the employee's physician is required for absence of six days or more. Such notification should be submitted to the immediate supervisor upon return to duty. He/she, in turn, will forward the information to the Personnel Office.

Industrial Accident or Illness Leave

Industrial accident or illness leave is granted to an employee who has an accident or illness arising out of and in the course of his/her employment with the District. All certificated employees in any one fiscal year for the same accident or illness shall be entitled to up to 60 days of industrial accident or illness leave during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District. Such

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Industrial Accident or Illness Leave - continued

industrial accident or illness leave shall be commenced on the first day of absence and shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

Allowable leave shall not be accumulated from year to year. When an industrial accident occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount of unused leave due him/her for the same illness or injury.

During any paid leave of absence the employee shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's full salary and shall deduct normal retirement and other authorized contributions.

Any employee receiving benefits from industrial accident or illness leave shall remain within the State of California during periods of injury or illness unless the Board of Education authorized travel outside the State.

Upon termination of the industrial accident or illness leave of absence the employee is entitled to the benefits of illness leave. His/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her full salary.

Industrial accident or illness leave for each occurrence shall cease when temporary disability benefits under Workers' Compensation laws of the State of California are discontinued for the applicable industrial accident or illness.