

Downey Unified School District

CERTIFICATED PERSONNEL

ABSENCES - ILLNESS

MAR 4154

Notification Procedure

When it is necessary to be absent because of illness, employees are to notify the immediate supervisor as soon as possible concerning the nature of the illness and probable duration.

Accumulation of Sick Leave

Full-time certificated employees are allowed sick leave annually according to the following schedule:

215-227 contract days = 14 days of sick leave
197-214 contract days = 13 days of sick leave
175-196 contract days = 12 days of sick leave

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.

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 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 for a five-school-month period. At the end of this five-school-month period in any contractual year, the employee shall be placed on leave of absence without pay.

A maximum of eight days of accumulated sick leave of absence for illness or injury 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 Leave.

Certificated employees shall be eligible to use up to three days of unrestricted personal business leave per each school year, to be deducted from any available sick leave days accrued. Twenty-four hours advance notice to the District shall be required to use such personal business leave.

Downey Unified School District

CERTIFICATED PERSONNEL

ABSENCES - ILLNESS - continued

MAR 4154

Use of Sick Leave - continued

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 industrial accident or illness leave shall commence 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.

Downey Unified School District

CERTIFICATED PERSONNEL

ABSENCES - ILLNESS - continued

MAR 4154

Industrial Accident or Illness Leave - continued

Any employee receiving benefits from industrial accident or illness leave shall, during periods of injury or illness, remain within the State of California 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.