

Sick Leave

A. Generally

The school board desires that the division's sick leave plan comply with Public Law 95 – 555 as quoted in the legal reference to this policy and its hospitalization insurance coverage shall include pregnancy related illness.

The school board must approve all regulations pertaining to sick leave prior to their effective dates.

1. The total number of days allowable for the school year shall be credited to the employee when he or she begins work in accordance with the contract or agreement. An employee cannot claim any portion of earned sick leave unless he or she actually has reported for duty in accordance with the contract or agreement. However, if an employee is unable, because of illness, to begin work at the time, the employee may be allowed to use accumulated leave to his or her credit as of June 30 of the immediately preceding school year.

Employees will be credited with sick leave in advance for the current school year; but refunds for the use of unearned leave days, in the event the employee terminates employment before such credits are earned, must be made to the school board at the employee's daily rate of pay. The number of days of sick leave actually used by an employee each year shall be deducted from his or her accumulated sick leave allowance.

2. Sick leave shall be allowed for personal illness, including quarantine, up to the full amount accrued. An employee may take sick leave for illness, or death in the immediate family when his or her attendance is required. Such leave shall not exceed the amount of sick leave earned or advanced. Upon return to duty employees shall complete and submit their immediate supervisor a Certificate of Absence form. Absences in excess of three (3) consecutive days may require an employment statement of explanation and verification of extended illness by a licensed physician.
3. For the use of local sick leave, the "immediate family" of an employee shall be regarded as including the natural parents, foster parents, stepmother, stepfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, wife, husband, children, brother and sister and any other relative living in the household of the employee. "Any other relative living in the household of the employee" is limited only in that the relative, however distant, must live in the household of the employee.

B. Full-Time Personnel

1. Full-time professional teaching and administrative personnel may earn sick leave at a rate of ten (10) days per year for ten-month employees, eleven (11) days per year for eleven-month employees and twelve (12) days per year for twelve-month employees. Full-time personnel may accrue sick leave without limit.
2. Beginning July 1, 2010, full time support staff may earn sick leave at the rate of 5 days per year for 10 month employees and 6 days for 11 and 12 month employees. Full-time personnel may accrue sick leave without limit.
3. Full time support staff, hired prior to July 1, 2010, may earn sick leave at a rate of ten (10) days per year for ten-month employees, eleven (11) days per year for eleven-month employees and twelve (12) days per year for twelve-month employees. Full-time personnel may accrue sick leave without limit.
4. Earning for less than a full year of full-time employment shall be at the rate of one (1) day per month or major fraction thereof. This provision applies to employees who do not begin work at the start of contract year and those who do not complete the full year.
5. The school board will accept responsibility for accumulated sick leave for employees transferring to this county from another school division in Virginia under the following conditions: that number of days to be accepted by this board shall not exceed the limitations as provided in the state sick leave plan of the State Board of Education.
6. Non-teaching employees will be paid \$30.00 per day for all unused sick leave upon retirement under provisions set forth by the Virginia Supplemental Retirement System, not to exceed 120 days.
7. Teaching and administrative personnel will be paid at the non-degreed substitute teacher daily rate for unused sick leave upon retirement under provisions set forth by the Virginia Supplemental Retirement System, not to exceed 120 days.
8. Any employee who retires under VRS may contribute any or all of his/her unused sick leave to the sick leave bank.

Legal Reference: (1978) See Editor's Note.

Title VII of the Civil Rights Act of 1964 as amended by Public Law 95-555 approved October 31, 1978 “(k) the terms ‘because of sex’ or ‘on the basis of sex’ include, but are not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; the woman affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work, and nothing in section 703 (h) of this title shall be interpreted to permit otherwise. . . .” (1978)

Editor's Note

Virginia State Board of Education
Regulations, “Sick Leave Plan for
Teachers” (1980) has been rescinded.

Adopted: December 10, 1990
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