

SICK DAYS

By action of the Board of Trustees, the sick days regulations will apply to all full-time employees of the Jackson Public School District.

SECTION I: DEFINITIONS

A full-time employee is any person employed on a regular basis and working the number of hours designated for that job.

SECTION II: SITUATIONS FOR WHICH SICK DAYS MAY BE GRANTED

- A. The actual period of temporary disability caused or contributed to any personal illness, injury, or other temporary disability that prevents an employee from performing his or her usual duties.
- B. Illness in the employee's immediate family that necessitates the employee's attendance. Immediate family is defined as spouse, children, parents, grandparents, grandchildren, or anyone of like relationship by marriage, or persons standing in loco parentis, or another family member when the employee is the sole caregiver. Verification of need may be required.
- C. Medical or dental appointments.

SECTION III: SICK DAY CHARGES

- A. The minimum sick day time that may be taken is one-half of one day in any given workday. Only sick days taken on actual workdays shall be charged in calculating the number of sick days taken.
- B. The Jackson Public School District's workers' compensation policy (GADEAA) requires employees who sustain job-related injuries to use sick days.

SECTION IV: METHOD OF CALCULATING SICK DAYS

Each full-time employee of the Jackson Public School District who begins work on the date specified for that job will be eligible for the number of days set forth in the chart below depending upon the number of paid days for that job in the district's work calendar. A full-time employee who begins work after the beginning date specified for that job will be eligible for a pro-rata number of sick days depending on the number of days remaining in the district's work calendar. Sick days for certified employees will be accrued in compliance with state law. Upon retirement, sick days shall be payable in accordance with state law which currently allows payment for a maximum of 30 days of sick leave upon retirement. A licensed employee may be paid at a rate equal to the amount paid to substitute teachers for no more than thirty (30) days of accumulated sick days. A classified employee may be paid at a rate equal to the federal minimum wage.

Employees who leave employment before retirement shall not be paid for accumulated sick days.

Employees who leave before the ending date for their job who have already used sick days beyond the number earned for that period of employment shall have their final check adjusted to reflect this overpayment.

SECTION V: ACCUMULATING SICK DAYS

Unused sick days shall accumulate without limitation from the most recent date of uninterrupted employment with the Jackson Public School District. An employee cannot earn sick days while on leave of absence. The accrual of sick days will cease in the month following the exhaustion of all benefit days.

SECTION VI: USE OF SICK DAYS WITH PARTIAL PAY

In addition to the sick days with full pay, licensed teachers are entitled to ten (10) working days with partial pay. Deduction for the ten (10) days for a teacher will be at the established substitute amount of teacher compensation paid in the Jackson Public School District.

SECTION VII: VERIFICATION OF SICK DAYS USAGE

- A. Should an employee's absence extend for four (4) or more consecutive school days, the employee must submit on or before the fifth day, a statement to the employee's immediate supervisor from a licensed medical doctor or dentist. If the absence extends for two (2) consecutive school days immediately preceding a holiday, the statement must be submitted on the day following the holiday. If the absence extends for two (2) consecutive school days immediately following the holiday, the statement must be submitted the third (3rd) day following the holiday. The statement must include the expected length of absence. The original letter from the doctor must be filed with the immediate supervisor. If a sick leave extends beyond four (4) consecutive days, the employee shall contact the Risk Management Specialist and request Family Medical Leave Act forms to complete. If there is reason to suspect misuse of sick days under this policy, a physician or provider statement may be required for any absences of less than four (4) consecutive days.
- B. If the absence is to extend beyond four (4) weeks, the employee should send an original doctor's statement indicating the expected return date to the finance office.
- C. Employees must notify their supervisor of the need to take sick leave in advance of the desired leave, if the leave is for a planned medical visit, or as soon as reasonably possible if the need for sick leave is unforeseeable.
- D. If the absence of a school employee is caused by optional medical treatment or surgery which could, without medical risk, have been provided, furnished, or performed at a time when school was not in session, the employee may forfeit the accumulation of future sick days.
- E. Any materially false statement by the employee as to the cause of absence may result in a full deduction from salary for days absent or entry on the work record or other appropriate penalty deemed justified by the board. An employee may be asked to verify their use of sick leave if there is reason to believe the employee has made a materially false statement as to the cause of their absence.
- F. Should an employee be absent from duty and fail to comply with regulations covering the use of sick days, such employee shall be charged with the unauthorized absence that may lead to termination.

Section VIII: TERMINAL ILLNESS OR PERMANENT DISABILITY

If an employee's condition is diagnosed as terminal or should he/she suffer an accident that causes permanent disability so that the employee cannot return to work, a physician's statement verifying this condition must be submitted to the employee's immediate supervisor. Compensation during this absence shall be paid at the end of each month until the employee's bank of sick days has been exhausted. If the

employee should die before the bank of days has been exhausted, all compensation shall cease upon the day of death.

SECTION IX: TERMINATION OF SERVICE WITH DISTRICT

Upon termination of employment, unused sick days for which the employee is entitled to full pay will be counted as creditable service for purposes of the retirement system to the extent provided in Section 25-11-103 of the Mississippi Code and the policies of the Public Employees' Retirement System.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. §§ 25-3-95; 25-11-103; 37-7-307

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