



ADMINISTRATIVE PROCEDURE

USE OF ADVANCED SICK LEAVE BY TEN-MONTH PERSONNEL AT BEGINNING OF SCHOOL YEAR

4151.2

Procedure No.

September 1, 2004

Date

- I. **PURPOSE:** To ensure appropriate use of sick leave by establishing procedures requiring that a ten-month employee must report back to work for at least one (1) day to be entitled to the use of advanced sick leave at the beginning of the school year, and to permit an exception to the requirement when a returning employee has not reported back to work due to incapacitating illness.
- II. **PROCEDURES:**
 - A. Ten-month employees who are unable to report to duty at the beginning of the school year because of personal illness are entitled to use all of their unused sick leave, which they accumulated during previous school years.
 - B. In consideration of the fact that leave granting authorities do not have any contact with ten-month employees during two months preceding the beginning of a new school year, the leave granting authority shall require submission of a doctor's certification prior to authorizing sick leave payment for earned sick leave.
 - C. To be entitled to advanced sick leave pay, ten-month employees must report to work for at least one (1) day of the new school year. If an employee cannot return to work for the one (1) day, they should submit a request in writing to the Chief Administrator For Human Resources. Where extenuating circumstances warrant, such advanced sick leave may be authorized.
- V. **RELATED PROCEDURES:** Administrative Procedure 4151.1, Use of Sick Leave in Excess of Ten Consecutive Duty Days.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of the Chief Administrator For Human Resources and will be reviewed for any necessary updating on a continuous basis.
- VII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4151.2, dated November 1, 1986.
- VIII. **EFFECTIVE DATE:** September 1, 2004.

Approved by:
André J. Hornsby
Chief Executive Officer

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