

Board Policy

Code No. 403.7

PERSONAL ILLNESS/DISABILITY LEAVE

A new employee shall report for work at least one (1) full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days upon reporting for work at the beginning of each fiscal year.

Unused sick leave may be accumulated from year to year as set forth in the Master Contract.

Should the personal illness occur after or extend beyond the accumulated allowance, the employee may apply for disability benefits under the group insurance plan. Where applicable, the Family Medical Leave Act (FMLA) allows for use of paid sick leave initially, followed by unpaid leaves of up to twelve weeks. Employees shall be required to use all existing appropriate paid leave prior to taking unpaid family and medical leave. Paid leave from the District and the twelve (12) weeks of FMLA leave run concurrently. The employee must request a leave of absence without pay once sick leave or FMLA is exhausted and prior to a determination on eligibility for Long Term Disability. If it is determined the employee does not qualify for disability benefits, employment with the District will cease.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the Board and the Superintendent to determine the type and amount of evidence necessary.

If an employee is eligible to receive disability benefits, the employee shall contact the business office to implement these benefits.

If an employee is eligible to receive workers' compensation benefits, the employee shall contact the Superintendent or designee to implement these benefits.

Legal Reference: Iowa Code Sections 20, 85.33, .34, .38 (3) 279.40 1989)

Cross Reference: 409.3 Employee Family and Medical Leave

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