

**STAFF AND PERSONNEL
SERIES 400**

408.2

TITLE: NON-CERTIFIED SICK LEAVE

Non-certified employees are not entitled to sick leave with full pay until they have performed services for the district for one month or a major portion thereof. Thereafter, the non-certified employee will earn one day of sick leave per month by performing services for that month or a major portion thereof on a prorated basis.

Employees shall be allowed to use accrued sick leave when such absence is due to illness or death in the individual's immediate family living within the home: son, daughter, or spouse. Sick leave may also be used for the serious illness or death of the individual's family: father, mother, brother, sister or foster parent. The superintendent may extend this definition upon application for such extension in unusual cases.

For absence due to other causes, as well as absence beyond the period of accumulated sick leave, the employee shall forfeit an amount equal to his/her daily rate of pay for each such day of absence.

The method of arriving at the daily salary for sick leave computation for non-certified employees shall be decided on the basis of the number of days and number of hours the employee is required to be on duty.