

SICK LEAVE POLICY

The Dickenson County School Division operates under the regulations governing the State Sick Leave Plan for Teachers (Revised-Effective September 1, 1980) as supplemented by school board policies.

The following provisions apply to all full-time, salaried teachers, administrators, central office staff and support staff.

- A. Employees on a twelve (12) month contract will be allowed twelve days sick leave per year. All other employees contracted for ten (10) months or more will be allowed ten days sick leave per year. Teachers also employed as bus drivers will be limited to a total of ten days sick leave per year. Employees contracted for less than ten (10) months will be allowed nine days sick leave per year. ~~Such leave, if not used, may accumulate continuously during employment career. In no instance may a person employed by the Dickenson County School Board transfer more accumulated sick leave than Dickenson County's maximum allowable accumulation at the time of the transfer.~~
- B. **VRS Retirement Plan 1 or Plan 2 Employees - Employees on the VRS Retirement Plan 1 or Plan 2 may accumulate sick days, if not used, continuously during their employment career with Dickenson County Public Schools.**
- C. **VRS Hybrid Retirement Plan Employees - Employees on the VRS Hybrid Retirement Plan may accumulate a maximum of ninety (90) sick days, if not used, during their employment career with Dickenson County public Schools.**
- D. Earnings for less than a full year shall be at the rate of one day per month or major fraction thereof. This provision applies to those employees who do not begin work at the start of the contracted period and to those who do not complete the full contracted period.
- E. An employee cannot claim any portion of sick leave unless he has actually reported for duty in accordance with the terms of his contract. However, if an employee is unable, because of accident or illness, to begin work in accordance with the terms of his contract, such employee may use accumulated leave to his credit not to exceed such balances as of June 30 of the immediate preceding school year.
- F. Such leave must be taken in minimum of one-half day increments.
- G. The principal or superintendent shall have the authority to require reasonable proof of illness when he deems it necessary.

Sick leave shall be allowed for personal illness, medical or dental appointments, death in the family, quarantine, injury, pregnancy, temporary physical or mental incapacity or illness in the immediate family requiring the attendance of the employee for not more than four (4) days in any one case. (The term "immediate family" of an employee shall be regarded to include mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, grandchildren, wife, husband, children, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law and any relative living in the household of the employee.) Due to extenuating circumstances as determined by the division superintendent, more than four days may be granted.

Employees covered under this policy may transfer from one public school system to another in Virginia and likewise transfer any such accumulated leave, **up to the maximum allowed**, if the school board of the system to which the transfer is made signifies its willingness to accept such transfer.

The School Board of Dickenson County accepts the transfer of accumulated sick leave, up to the maximum allowed, from other school systems in Virginia for professional instructional, administrative and supervisory personnel only.

An employee will be presumed to have left public school employment if he accepts employment other than in the public school system of Virginia, or is unable to be employed in the public schools of Virginia for a period of three (3) consecutive years because of illness or physical disability or family responsibility. An employee who leaves employment in the public schools to enter the armed services does not forfeit accumulated earnings unless he fails to return to public school employment immediately upon discharge from an original tour of duty in the armed services. However, current earnings cannot be allowed for the period while in the service.

Payment for unused sick leave will be paid to employees upon RETIREMENT from the Dickenson County Public School system or leaving the system under provisions of the Virginia Retirement System and provided that the eligible employee has completed a minimum of three (3) years uninterrupted service including the year of retirement or severance. Such service shall have been in a sick leave earning/accrual position in the Dickenson County School System. Payment shall be made at the rate of \$55.00 per day for professionals, and \$40.00 per day for classified employees. Those employees leaving the system prior to retirement or not under the provisions or the Virginia Retirement System and with a minimum of three (3) years uninterrupted service will be paid for unused sick leave at the following rates — professional - \$30.00 per day and classified - \$20 per day.

Leave is granted to all employees for injury sustained on the job in accordance with the Worker's Compensation Act.

TRANSFER OF SICK LEAVE TO ANOTHER EMPLOYEE

~~It will be possible for a contracted employee~~ Employees on the VRS Retirement Plan 1 or Plan 2 to may transfer sick leave days to another eligible contracted employee. The person giving the days must complete the necessary form provided for this purpose and his/her signature must be witnessed by the person receiving the days and the Clerk of the School Board.

Employees on the VRS Hybrid Retirement Plan may transfer sick days to or receive sick days from other employees for a period of 12 uninterrupted months from their initial hire date.

LIMITATIONS TO TRANSFER AND RECEIPT OF SICK DAYS

1. Only sick leave earned in this county may be transferred to another employee.
2. No employee may transfer more than a total of 10 days per year.
3. An employee may transfer only 5 sick days per occasion, not to exceed the 10 allowable days.
4. The receiving employee must have exhausted his/her entire supply of leave days, including the two (2) personal days and the three (3) personal days in order to receive transferred days.
5. The receiving employee will not be allowed to accept more than 25 total days per year.
6. Sick leave days cannot be bought or sold under any circumstances. (ABSOLUTELY NO EXCEPTIONS)

Exceptions to this policy will only be allowed by school board approval. The superintendent may act on behalf of the board only if days are exhausted from one board meeting to the next. Requests must be made in writing by employees involved.

PAYMENT OF UNUSED SICK LEAVE

Payment for accumulated sick leave will be made upon termination, retirement, disability, or death of employee **provided the employee has completed three (3) years of uninterrupted service**. The days paid will not be more than the total days earned or was given by another employee (less any days given to another employee) while employed by Dickenson County School Board. Professional employees will be paid at the rate of \$55.00 per day at retirement, disability, or death, and \$30.00 per day for those professionals leaving the system prior to retirement **provided the employee has completed three (3) years of uninterrupted service**. Classified employees will be paid at a rate of \$40.00 per day at retirement, disability, or death, and \$20.00 per day for those classified employees leaving the system prior to retirement **provided the employee has completed three (3) years of uninterrupted service**.

Payment for unused sick leave will be made with the first payroll prepared after date of termination of employee. If employee does not want to be paid but desires to transfer sick leave to another division or wants to retain sick leave in anticipation of future employment, the Clerk must be notified, in writing, by the date the employee is terminated.

TWO-DAYS PERSONAL LEAVE

Each contracted employee will be allowed two (2) days Personal Leave per year which may be used for any purpose. School board will pay substitute. If not used, these days will be added to accumulated sick leave at the end of the year.

In case of employees who do not work the full contract year, the two days will be prorated according to the portion of contract year worked.

THREE-DAYS PERSONAL LEAVE

Employees contracted for ten (10) months or more will be allowed three (3) days Personal Leave per year which may be used for any purpose. School board will pay substitute but will deduct highest substitute teacher pay from teacher's salary. For all other employees, the rate of substitute pay will be deducted from employee's salary. If not used, these days will not be added to accumulated sick leave at the end of the year.

In case of employees who do not work the full contract year, the three days will be prorated according to the portion of contract year worked.

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