

## **Sick Leave Policy**

### **Summary for the Board**

*Revised Language for the TRCS Employee Handbook:*

#### **Sick Leave**

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness or injury. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. TRCS will not tolerate abuse or misuse of your sick leave privilege.

An employee who works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.

- Paid sick leave shall be paid at the employee’s regular wage rate.
- All qualified non-exempt or part time employees shall start the new Fiscal year with **five Days of paid sick leave available**, once their 30 days threshold has been met. A “Day” is defined as a typical, average work day. An employee whose typical work day is an average of 4 hours, would be entitled to 12 hours of sick leave per year.
- Full time teachers and administrators will start the new fiscal year with 10 days of paid sick leave available.
- There will be no carry-over of sick time to the following year.
- Once an employee uses their Sick Leave they will take future time off without pay.

If you are absent longer than three (3) days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to the School will be required before the School honors any sick pay requests. TRCS may withhold sick pay if it suspects that sick leave has been misused.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee’s basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School Director.