

Policy 5.010**Sick Leave****Administrators**

Each full-time Administrator shall be entitled to sick leave with full pay of fifteen (15) days in each year. Unused sick leave may be accumulated from year to year to a maximum of one hundred and eighty (180) days.

Non-certified Employees

Each non-certified employee shall earn sick leave at the rate of one and a quarter (1.25) days per month. Sick leave days may be accumulated to maximum of one hundred and fifty (150) days.

Sick Leave Generally

The employee's immediate supervisor and/or Division Director may require medical certifications from a physician or health care provider in the same types and under the same procedures as those applicable to FMLA leave.

Part-time twelve month employees working 20 or more hours per week are eligible for sick leave on a prorated basis.

Part-time employees who are not twelve month employees accrue one (1) hour of sick leave for every forty (40) hours of work (up to an accumulation of forty (40) hours per calendar year*) and defined as "service workers" in accordance with Public Act 11-52. Connecticut's new paid sick leave law.

The part-time employee must meet the following thresholds before they can begin using accrued sick leave:

1. They must work a total of 680 hours after their hire date; and
2. They must have averaged 10 hours of work per week in the preceding calendar quarter.

According to state law, a part-time employee cannot use more than 40 hours of sick leave in a calendar year.

Employees may use a maximum of one (1) sick day in each fiscal year to attend to routine periodic medical and dental examinations.

Employees may use five (5) of his/her annually awarded sick days for family illness. The family is defined as parents, spouse and children who reside with the employee.

In extenuating circumstances the employee may file a written appeal to the Executive Director if more time is needed. If approved, the amount of time which will be deducted from the employee's yearly allocated (not accumulated) sick time will be at the sole discretion of the Executive Director.

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