

SICK LEAVE

A. Eligibility

Full-time (defined as an average of 30+ hours per week) employees are eligible to earn sick leave.

1. Teachers and administrators earn sick leave at the rate of one day for each full month of employment.
2. Support staff (i.e., paraprofessionals, secretaries, custodians, food service workers, mechanics) earn sick leave at the rate of one day for each full month of employment.

A full-time employee hired mid-month will earn leave according to the schedule above if employment begins on or before the 15th of that month. If employment begins on or after the 16th of the month, the employee will not earn sick leave for that month.

B. Accumulation of Sick Leave

At the start of each contract year, full-time employees will be credited in advance with the full annual allotment of sick leave days to be earned.

In the event an employee separates from employment prior to the end of the contract, the School Board will deduct from the employee's final paycheck, at the employee's daily rate, for any used but unearned sick days.

The Westmoreland County School Board will accept the transfer of up to 60 days of accumulated sick leave that an employee earned in another public school division in Virginia, provided that the employee enters Westmoreland County Public Schools within three years of the official separation date from the prior school division. Employees must first use sick leave days that were accumulated while employed by the Westmoreland County School Board before using sick leave transferred from another public school division in Virginia.

There is no limit to the amount of sick leave eligible employees are able to accrue.

C. Allowable Use of Sick Leave

Employees may use accrued sick leave for the employee's personal illness or injury, and for scheduled appointments with dental, medical, or mental health professionals.

Sick leave also may be used in the event of illness, injury, or death of an immediate family member. Immediate family is defined as an employee's spouse, child, brother, sister, mother, father, grandmother, grandfather, aunt, uncle, mother-in-law, father-in-law, brother-in-law, sister-in-law, niece, nephew, grandchild, grandmother-in-law, grandfather-in-law, stepmother, stepfather, stepchild, stepbrother, stepsister; or any relative, however distant, living in the household of the employee.

Sick leave may be used in half day or full day increments.

Employees must provide their immediate supervisor with reasonable notice of their intention to use sick leave, so that the supervisor may make any necessary arrangements to cover the duties of the absent employee. Employees who anticipate being absent for more than one day must keep their supervisor informed of their anticipated date of return.

D. Exceptions

Employees may not use accrued sick leave for routine wellness visits with dental or medical professionals during the first or last week of each school year, or on the day immediately preceding or following a holiday break.

E. Physician's Certificate

The superintendent or his designee may, at any time, require a medical statement from the treating physician, dentist, or mental health professional verifying that the employee was unable to work due to illness.

A statement from a medical professional will automatically be required any time an employee is absent for five or more consecutive work days.

F. Payments for Unused Sick Leave Upon Separation from the School Division

Upon retirement under provisions set forth by the Virginia Retirement System, teachers and administrators will be paid for up to 120 days of unused sick leave at the daily rate for a degreed substitute teacher.

Upon retirement under the provisions set forth by the Virginia Retirement System (VRS), support staff (i.e., paraprofessionals, secretaries, custodians, food service workers, mechanics) who are members of VRS will be paid for up to 120 days of unused sick leave at the rate of \$30 per day.

Payment for unused sick leave upon retirement will only be made for those unused sick leave days accumulated while employed by the Westmoreland County School Board. Employees are not eligible to receive payment upon

retirement for unused sick leave days that were transferred from another public school division in Virginia.

Any employee who retires under the provisions set forth by the Virginia Retirement System may contribute any or all unused sick leave, in excess of the 120 days, to the Westmoreland County School Division sick leave bank.

G. Unauthorized Use

An employee who uses leave in an unauthorized manner that is inconsistent with School Board policies and regulations may be subject to disciplinary action including loss of pay, reprimand, termination of employment, or other action deemed appropriate by the Superintendent or his designee.

Adopted: February 26, 2018
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