**POLICY TITLE: Sick Leave**

**POLICY NUMBER: 2025**

**2025.1** This policy shall apply to probationary and regular employees in all classifications.

**2025.2** Sick leave is defined as absence from work due to illness, non-industrial injury or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is given to the General Manager. **2025.3** Employees shall be granted forty (40) hours of sick leave at the beginning of each calendar year.

**2025.4** Each employee may use sick leave as kin care leave, to care for sick immediate family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses.

**2025.5** In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular day, or as soon thereafter as practical.

**2025.6** If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager.

**2025.7** Unused sick leave time may be bought back by the District at a rate of one half hour for each whole hour accrued. Said buy back shall be limited only to time over and above 48 hours of accrued sick leave. Termination for cause shall result in loss of all accrued sick leave.

*Revised, Adopted and Approved: December 19, 2023*

*Revised, Adopted and Approved: August 25, 2015*