



BOOK: Employee Handbook Administrative Guideline
PART: I – All Employees
SECTION: 9.09
TITLE: Accessing Employee Sick Leave Pool

Committee Review / Consideration Procedures

Was there previous unpaid leave for Vacation time?

- Reasons for Leave (choice / elective?)
- Is the request a significant hardship vs “Nice to have”?
- Allocation of days should be to help with benefits – not to totally replace income (Short Term Disability – has the employee take advantage of this opportunity?)
- Intent is not to replace salary; intent of the Sick Leave pool is to avoid a financial hardship for employees who have unforeseen medical issues that make the ability to work impossible.

Decisions of the Committee

- Appeals Process – to the BOE Personnel Committee