

## CERTIFICATED EMPLOYEE SICK OR BEREAVEMENT LEAVE

Full-time certified employees will be granted 13 PTO leave days for the first year of employment and 10 days for each year thereafter proportionate to his or her FTE. The PTO leave days may be used for personal leave or sick leave.

When PTO days are taken as sick leave days they may be taken for illness/medical appointments for self or immediate family. Immediate family is defined as, but not limited to, parents, siblings, children, grandparents, grandchildren, spouse, and spouse's immediate family.

Proof of illness shall be the responsibility of the teacher should it be requested by the Administration. All such absences are to be reported at the time to the Administration.

After PTO days are used, teachers may use their accumulated sick days as sick leave only.

At the end of the school year, unused PTO days will be applied to the teacher's accumulated sick days. Unused days can be accumulated to a maximum of 50 days.

Bereavement leave will not be limited to the 3 consecutive days.

Cross Reference: 404.02 Employee Injury on the Job