

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 4

**Date:** 7/29/91

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**Reference:** EC 45191, 45194-96,  
45202; PC 65.300

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.308 PERSONAL ILLNESS/INJURY  
LEAVE (SICK LEAVE)**

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**SECTION 4.308.1 Personal Illness/Injury Leave (Sick Leave)**

**Sick Leave**

1. Regulations

Absence from duty because of illness, injury, exposure to contagious disease, or disability due to pregnancy shall constitute proper uses of sick leave.

- a. Accumulated benefits may also be used for personal necessity and in connection with accident or illness in accordance with prescribed procedure.

2. Eligibility

- a. Regular classified employees shall be credited with paid sick leave as provided below.
- b. New employees shall not be eligible to take more than six days or the proportionate amount to which he/she is entitled until after completion of six months service.
  - (1) Upon separation from service, if an employee has been granted sick leave not yet earned, a deduction for the unearned leave taken shall be made from the final pay warrant.

3. Accrual

- a. Regular full time employees shall be entitled to full salary sick leave at the rate of 8 hours per month of service beginning with the first month in which the employee was in paid status for at least 15 days.
- b. Employees in regular part time assignments shall be entitled to full salary sick leave credit on a pro-rata basis.
- c. "Entitlement to other sick leave": Additional half-salary sick leave shall be available in an amount that, when combined with the employee's accrued full salary sick leave, totals 100 days.
  - (1) An employee who has accrued full salary sick leave in an amount 100 days or greater shall not be eligible to receive half-salary sick leave, but may take the entire amount of full salary sick leave accrued in one fiscal year.
  - (2) "Entitlement to other sick leave" shall be used after all regular sick leave, accumulated compensating time, vacation, or other available paid leave has been exhausted.
- d. The unused portion of the annual full salary sick leave may be accumulated without limit.

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4. All requests for sick leave benefits shall be submitted on a "Statement of Absence" (P-9) form.
  - a. Proof of illness or injury shall include notification (if possible, prior to absence) to the Superintendent, or designee, and any further evidence the Superintendent may reasonably require.
  - b. Employees absent for more than five days shall be required to submit a physician's statement that the employee is fit for service.
  - c. To qualify for extended sick leave pay, the employee shall provide a medical practitioner's certification of illness beginning with the first day of extended sick leave.
  - d. Failure by the employee to obtain required verification of illness or injury shall result in the absence being charged to unpaid leave.
  
5. Transfer of Sick Leave
  - a. An employee who previously worked for another California school district or County Superintendent of Schools shall have his/her unused accumulated full salary sick leave transferred from the former district of employment to the Poway Unified School District provided that the following conditions are met.
    - (1) Employment in the previous district was for a period of one calendar year or more.
    - (2) Termination of employment with the previous district was for reasons other than action initiated by the employer for cause.
    - (3) Employment with the Poway Unified School District is accepted within one year of terminating from the other district.
    - (4) Where an employee has been terminated as a result of action initiated by the employer for cause, such transfer may be made if agreed to by the Poway Unified School District Board of Education.
  
6. Variable Circumstances
  - a. Quarantines – Employees who are unable to perform their duties due to legally established quarantines shall be entitled to the same leave as though they were personally ill, provided a certificate from the County Health Department is filed verifying the quarantine.
  - b. Illness Preceding Death – In the event of the death of an employee while absent because of illness, application for sick leave benefits may be made by his/her estate, heirs, or dependents by filing a properly executed certificate in the name of the estate, heirs, or dependents, at any time within 30 calendar days after death.
  - c. Work While Convalescing – During an illness or while convalescing, an employee may not work part of a day and collect sick leave benefits for the remainder of the day, except with the approval of the appropriate administrative/supervisory officer. (This does not apply to the first day of an illness when the employee becomes ill at work and goes home before the end of the day.)

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d. "Light Duty" – During a non-job-related illness or while convalescing from such an illness/injury an employee may be assigned modified duties (light duty) upon approval of the appropriate manager/supervisor. Normally an employee must be able to resume the full range of job responsibilities. Exceptions may be made when considered to be in the best interests of the employee and the District.

(1) Work restrictions must be certified in writing by the employee's physician.

(2) Proposed modified duties must be reviewed by the physician and approved to be within said limitations.

7. Service Credit for Unused Sick Leave at Retirement

a. Employees whose effective date of retirement is within four months of separation from employment with the District and who were members of PERS prior to January 1, 1980, shall be credited at retirement with 0.004 year of service credit for each accumulated unused, full salary day of sick leave. (Government Code Section 20862.8)