

**POWAY UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 3

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**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference: EC 44977, 44978**

**4.4 MANAGEMENT PERSONNEL**

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**SECTION 4.407 SICK LEAVE – MANAGEMENT**

Each management employee will receive sick leave, accumulated without limit, at the rate of eight (8) hours (one day) per month of service credited at the beginning of each fiscal year for illness or injury. At the beginning of each new school year, each employee shall receive an accounting, in writing, of the total number of sick leave days that have been accumulated to that time.

The District will provide for the leave of absence from duty and will grant compensation during the leave of absence to all management employees who are compelled to absent themselves from their duties because of accident or illness, whether or not the cause of absence arises out of and in the course of the employment of the employee, or because of quarantine which results from contact with other persons having a contagious disease while performing his/her duties, or because of temporary inability to perform the services required because of illness, accident, or quarantine.

Certificated management employees absent from duty for reasons of illness or accident for a maximum period of five (5) months or less from the date of the expiration of accumulated full-pay sick leave shall receive the regular salary, less the amount actually paid a substitute employee, if one had been retained to fill the position during the employee's absence, or will receive one-half the manager's actual salary, whichever is greater. Classified management employees shall receive half salary leave benefits in an amount that, when combined with the employee's full salary leave, totals 100 days. 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. During the time of the medical disability, the District shall assume the employee's share of the cost of fringe benefits.

Use of full sick leave benefits will be authorized for that period of time during childbirth at which, in the written opinion of the employee's physician, the employee is medically disabled, and unable to perform regular duties because of such disability. Disabilities will include any cause for which sick leave of absence would be granted including, but not limited to, disabilities as a result of pregnancy, miscarriage, childbirth, and recovery.

Permanent employees who have resigned, or probationary employees who have been dismissed or resigned because of a reduction in services, shall be entitled to accrued sick leave if reemployed within thirty-nine (39) months of termination.

Upon retirement, unused sick leave shall be credited for retirement purposes as specified in State statutes.

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.

Any employee who is absent by reason of illness or injury for more than five (5) consecutive days may be required to provide a medical practitioner's statement of illness or injury and the medical practitioner's acknowledgement that the employee can return to his/her duties.

Any employee who was previously employed by another California school district shall be entitled to transfer credit for accrued sick leave.