

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: GCCA**

**PROFESSIONAL STAFF LEAVES AND ABSENCES**

As a part of the fringe benefit package, the Board of Trustees offers full-time and permanent part-time certified employees of the District various types of leaves for illness, personal purposes, legal and civil obligations, and professional improvement. All leaves of absence must be requested and approved in advance of being taken.

In general, the Board grants (3) basic types of leaves:

- short-term leaves, usually with pay, such as sick leave, personal leave, professional days, and jury duty leaves.
- family and medical leave which may be short- or long-term depending upon the circumstances and may or may not be paid leave; and
- long-term or extended health leaves and leaves for study and travel, usually without pay or with partial pay, such as extended health leave and other types of approved long-term leaves of absence.
- All short-term leaves of absence from work, except sick leave, must be approved by the superintendent prior to the occurrence of the absence except in verified cases of emergencies. Unexcused absences or "leave without pay" for any certified employee will result in a reduction of a day's pay from his/her salary for each day missed and such other action as the administration and/or board deems appropriate. For the purposes of this policy, a day's pay will be calculated by dividing the employee's total contract by the total number of contract days.

**Sick Leave**

In the event the employee's absence is due to a work-related illness or injury for which the employee is receiving Workers Compensation benefits, the employee will be entitled to receive sick leave only in the amount equivalent to the difference between the Workers Compensation benefit received and the regular salary the employee would have received had he/she elected to take sick leave. For purposes of calculating the amount of sick leave used, any payment used to supplement the Workers Compensation benefit which is less than one-half day's salary shall count as one-half day's sick leave, and any sick leave paid in excess of one-half day's salary shall count as a full day's sick leave for each day the benefit is received. In the event of payment of sick leave prior to a determination by Workers Compensation that an individual is entitled to an award of Workers Compensation to the employee for wages, which determination is made retroactive, the employee will be given the option of repaying to the District any overpayment received by the employee for sick leave or, alternatively, having the District withhold future sick leave payments until the overpayment is made up.

Adopted: 1/20/98  
Revised: 1/16/01