



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: H-2 Support Staff Sick Leave Benefit

Date: December 12, 2019

1. Medical travel

When medical services and/or medical facilities are not available in the community of residence or work, an employee or employee's children may be referred by a doctor or dentist to a medical practitioner or medical facility in another municipality.

When such referrals are made and the appointment cannot be scheduled in way that avoids disruption of work or vacation the employee shall be allowed paid leave of absence in order to attend or to accompany employee's children if medical required. On request, employees shall show proof of the need for medical leave.

Such leave shall be deducted from the employee's accumulated sick leave for travel time up to one (1) day per trip.

2. Medical appointment

Where necessary and subject to the approval of an employee's direct supervisor, leave may be granted to employees to attend medical related appointment. Request for such leave shall be made no later than one week prior to the appointment, if possible, and such leave will result in sick leave deduction of the actual time absent. Approval for this leave shall not be unreasonably denied.

3. Immediate family illness and sick children

Where no one in the family other than the employee can provide for the needs, during illness, of an immediate member of the family, or accompanying employee's children for medical appointment, an employee may be entitled, after notifying the employee's supervisor, to use four (4) sick leave days per school year. Approval for this leave shall not be unreasonably denied.

The definition of "immediate family" includes spouse, children, children-in-law, parents, parent-in-law, grandparents, grandchildren, brothers, brothers-in-law, sisters, and sisters-in-law.