

Staff Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to illness. Therefore, paid sick leave is provided for full time employees in accordance with this policy.

Paid sick leave may be accumulated without limit at the rate of 75 days per year. Sick leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family.

For sick leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the executive director.

Upon termination of employment for reasons other than retirement, an employee shall be paid for a maximum of 12 days of accrued sick leave not taken based upon the average rate of pay for the employee during his/her last five years of employment. In the event of death, such payment shall be made to the employee's estate.

An employee who is eligible for retirement in accordance with the Public Employees Retirement Association shall be paid for one-fourth of all accrued sick leave not taken based upon the average rate of pay for the employee during his or her last five years of employment not to exceed payment for more than 30 days of accrued sick leave.

Evidence of illness may be required for approval of sick leave pay.

Sick leave shall not apply during vacation leave, paid holidays or leaves of absence.

(Adoption Date: September 10, 2014)

LEGAL REF.: C.R.S. 14-15-101 *et seq.* (*Colorado Civil Union Act*)

CROSS REF.: GBGF, Federally-Mandated Family and Medical Leave