



April 8, 1987

ADMINISTRATIVE MEMORANDUM NUMBER TEN
PROCEDURES FOR TEACHERS USING SICK LEAVE

The following is a summary of the procedures teachers should follow in using sick leave. Please make sure each teacher receives a copy. Copies should also be given to new teachers who may join your faculty during the year. Please review these procedures in a faculty meeting and highlight any specifics regarding implementation in your school.

Many of these procedures are from the Professional Agreement. The intent of this memorandum and the summary sheet is to bring the items together for easy reference.

The Granite District sick leave program for regular contract teachers (teachers with more than two years continuous experience) is an excellent benefit. During periods of illness (both short and long term), a regular contract teacher's salary continues for up to 180 paid days for any one illness. (Provisional Teachers – teachers with less than two continuous years of service in Granite District – have ten (10) days sick leave with full pay annually, cumulative to twenty (20) days through the second year.) In order to ensure the fair administration and continued integrity of this valuable sick leave program, it is important for you to observe the following procedures when using sick leave.

1. First call your principal to report your absence.
2. Then call the Personnel Office answering service (268-8516) to arrange for a substitute. In case this number is not in service, please call 263-6101.
3. Let your principal or substitute know where lesson plans are.
4. Keep principal informed of your condition and of your plans for returning to work. When feasible, let principal know by 2:00 p.m. whether you will be to work the following day so that the same substitute can be notified by the principal to continue in the assignment.
5. Report to the principal at the school when you return to work, so that principal knows you are back to work.
6. Review and sign individual absence record card to provide accurate absence and attendance data for each payroll.
7. Furnish medical verification of your disability to your principal and the Personnel Office when such verification is requested.

8. Furnish doctor's medical report to your principal and the Personnel Office on or before the twenty-first calendar day of any disability, even if principal doesn't specifically request it. See Administrative Memo #46 regarding extended disability.
9. In some circumstances, the principal or the Personnel Office may require a second medical opinion to supplement your own doctor's statement. The district will pay the cost of such required second opinion.
10. Submit verification to the principal of serious family illness after three days leave for serious family illness in any one year. This is not intended for convalescent care, nursing, or baby sitting, but to attend to a family emergency medical problem until other arrangements can be made.
11. Pay cost of substitute after five days leave for serious family illness in any one year.
12. Sick leave procedures are the same for disability due to pregnancy to maternity as for any other temporary disability resulting from illness or accidents. (See Administrative Memos #46 and #65 for details regarding extended absence with and without pay.)
13. Watch check stub for year-to-date information on sick days you have used. Check stubs for provisional teachers show sick days remaining. For regular contract teachers, the check stubs show sick days used to date in contract year.
14. Teachers will review and sign attendance cards monthly. If there is a problem with the teacher's attendance, the principal will meet and counsel with the teacher involved.

/s/

John Reed Call
Superintendent