

Swain County Schools
Request for Extended Sick Leave

Please submit medical verification (not required for pregnancy) of the need for extended sick leave with this form to Regina Mathis, Director of Human Resources.

Date: _____

Name: _____

School: _____

I am requesting the 20 extended sick leave days available to me due to personal illness or injury.

I have reviewed the attached Policy 4.2 – Extended Sick Leave.

Signature

Date

Central Office Use Only

___Medical Verification Received

4.2 – Extended Sick Leave

4.2.1 Eligibility and Rate of Earning

Extended sick leave is available to classroom teachers and media coordinators who require substitutes if they are absent due to their own personal illness or injury and have exhausted all available accumulated paid leave (sick leave, annual vacation leave, and bonus leave). In order to be eligible, the employee must be in a permanent full- or part-time position. Those qualifying are allowed extended sick leave of up to 20 workdays throughout the regular (annual) term of employment.

4.2.2 Use of Extended Sick Leave

- (a) In order for a newly hired employee to be eligible for extended sick leave, he or she must have reported to work.
- (b) The local school system may request appropriate medical verification of the need for extended sick leave.
- (c) Extended sick leave days do not have to be used consecutively.
- (d) Unused extended sick leave days do not carry forward to succeeding school years.
- (e) Extended sick leave is not available beyond the waiting period of Workers' Compensation or Short Term Disability.

4.2.3 Deduction

Employees on extended sick leave receive full salary less the required substitute deduction. The deduction is mandatory whether or not a substitute is employed. The standard deduction is \$50 per day.

Legal Reference(s)

G.S. 115C-12(8)
G.S. 115C-336
16 NCAC 6C.0402(I)
16 NCAC 6C.0101(3)
16 NCAC 6C.0101(9)