

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 5.302

Sick Leave

October 22, 2018

Oak Ridge Schools recognize that the success of our school system is dependent on the individual performance and effectiveness of our staff. We further understand that quality instruction is essential in providing students the support necessary to reach their full potential and that staff absences can have a negative impact on student learning.

In order to protect student instructional time and support compliance with Board Policy 5.302 Sick Leave, all staff will be required to meet the following expectations:

1. **Required Documentation** - Employees are required to state a reason for the requested absence. When entering a sick leave request into Skyward, there is a space provided to explain the reason for the requested absence. This line must be completed to assist administration in determining if the requested sick leave is in compliance with Board Policy 5.302. To be respectful of employee privacy, the reason stated for sick leave may be stated in a manner that allows the employee to maintain privacy.

Example: An employee may indicate *illness, medical appointment or medical procedure*, as the reason for a sick leave request. Employees are not required to list the specific procedure that is being performed.

Staff are not required to give a reason for Personal Leave Requests.

2. **Documentation for Extended Illness** – Taking consecutive days of sick leave requires documentation from a physician. Documentation from a physician must be provided to receive sick leave approval for a request of 4 or more consecutive days.
3. **Family Member Care** – Taking 4 or more consecutive days of sick leave for the purpose of caring for a family member requires documentation from a physician. The family member’s physician must provide documentation that the family member requires a caregiver or assistance for the period the employee has requested sick leave.
4. **Staff Childcare** -The Oak Ridge Schools recognize that staff members will need to arrange childcare for children who attend school outside of Oak Ridge when surrounding school systems are not in session or cancel school due to weather conditions or illness. Although we understand that such challenges will occur, we feel strongly that the decisions of surrounding school systems should not have a negative impact on the instructional day of Oak Ridge students. Staff should plan early for this situation and have a plan in place that will provide childcare for their children and allow staff to report to work. *It is not permitted to use sick leave to provide supervision for family members who are not sick due to other school system’s closure.*
5. **Clarification** – The following statements provide clarification in regards to leave expectations:
 - a) Please be reminded that employees are not permitted to bring their children to work without prior approval from building administration.
 - b) Sick leave may not be used to provide supervision for a child who is not sick or is not scheduled to attend a medical appointment.

- c) Personal leave, emergency leave (as applicable), vacation leave (as applicable), or a day without pay must be used to provide childcare for a child who is not sick or is not scheduled to attend a medical appointment.
- 6. **Additional Requests for Physician Documentation** – School Administration may request that a staff member provide documentation from a physician to support frequent sick leave requests. Such documentation will be requested when an employee’s pattern of attendance is having a negative impact on employee performance.
- 7. **Leave without Pay** – A staff member may request *Leave Without Pay* if it becomes necessary to be absent from work for a reason not approved in our sick leave policy and the employee has already used their personal, emergency or vacation leave.