

Sick Leave and Doctor's Notes

Certificated Employees Utilizing Their Own Sick Time

Certificated Staff on sick leave for five consecutive days must submit a physician's note to the District office, signed by their physician in order to return to work or to be paid. The note must be received by the sixth day whether the employee returns to work or not. Notes received after the sixth day will only authorize the previous five days. Unauthorized absences will result in docked pay.

Certificated Employees who Have Exhausted Sick leave and Are on Differential Leave.

Certificated Staff whose absences have resulted in them utilizing differential leave must submit a physician's note to the District Office, signed by their physician, prior to returning to work, (days 1 through 4). Failure to do so will result in a dock in pay for the days absent.

Certificated Staff on differential leave for more than five days must submit a physician's note on The six day of absence regardless of their return to work in order to authorize the prior five days of absence (as required while utilizing regular sick leave). If their absence continues, a Physician's note is required prior to the employee's return. If the note received on the six day does not authorize the continuing absence, subsequent notes are needed to authorize each five days.