

WHAT TO DO IF YOU'RE SICK OR NEED TO BE ABSENT

If you are going to be absent from your work for any reason, you need to do two things:

- 1) Call your supervising administrator.
- 2) Use the SmartFind Express to obtain a substitute teacher.
(See the enclosed Procedures For Requesting A Substitute Teacher)

Sick Leave – The Negotiated Agreement between the Clark County Education Association and the Clark County School District, Article 18, describes sick leave in detail. Here are the main points:

- If you work a full contracted school year, you are credited with 15 days of sick leave each year.
- Employees who receive a paycheck for the September 25th pay distribution shall be credited with 6 sick days at the beginning of the school year and 1.5 days per month from January to June totaling 15 days. Therefore, not all 15 days are immediately available.
- Sick leave can be used when you are unavoidably absent because of personal illness or accident, or because of serious illness or accident in your immediate family.
- You must report to your assigned location before you can begin to earn sick leave days.
- The supervising administrator may review your use of sick leave, and you may be asked to verify your absence(s).
- If you do not complete your full contract year working for the district, your earned sick leave days will be prorated, and any difference will be deducted when a final pay-off is computed.

Other Leaves –

- **Universal Personal Leave**
You have one leave day (called a “universal day”) which is available to you if you have accrued at least one sick leave day. If you want to use this day, you must notify your supervising administrator at least four days in advance (except in personal emergency situations).
- **Bereavement Leave**
If you need to use bereavement leave due to a death in your immediate family, those days will be deducted from your accrued sick leave days. You may use three days for each period of absence. Two additional days may be approved by your supervisor. If necessary, time for travel may be allowed, but the maximum time for bereavement leave cannot exceed seven days – all of which will be deducted from earned sick leave days available to you.
- **Absence Without Leave**
You may not be absent from work without leave. This means if you do not have accrued sick leave to use for illness, bereavement, or universal leave, or if you do not have earned personal leave, you cannot miss work without permission from your immediate supervisor to be absent without leave. Under certain circumstances, leave may be granted by your supervisor in accordance with district Regulation 4355.