

## Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to illness. Therefore, paid sick leave is provided for full time employees in accordance with this policy.

Paid sick leave is provided to employees working .5 FTE or more as follows:

1. A staff person working full time (1.0 F.T.E.) will receive nine (9) sick days per year.
2. Sick leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family. For sick leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the executive director.
3. Sick leave can be accumulated up to sixty (60) days. A staff person working a partial FTE of .5 or more will receive prorated sick leave based on their FTE.
4. Employees shall notify the BOCES office and the affected district of their absence prior to 8:00 a.m. of each day ill.

The BOCES shall annually reimburse any employee for the number of sick leave days in excess of the maximum number (60 days) of accumulated sick leave days permitted under BOCES Board policy. The maximum number of days that can be reimbursed in any year is nine (9) days.

The employee must maintain sixty (60) days of sick leave to qualify for the reimbursement. The rate for the reimbursable unused sick leave days shall be thirty (\$30.00) dollars per day. Upon termination of employment for any reason, employees will not be paid for any unused sick days other than as described above.

Adopted: Northwest Colorado BOCES

Revised: September 9, 2010  
May 12, 2016

LEGAL REF.: C.R.S. 14-15-101 et seq. (*Colorado Civil Union Act*)