



4510.01: ILLNESS, INJURY, DISABILITY

I. Rules.

The following provisions shall apply to usage of paid leave for illness, injury, and/or disability (hereinafter "sick leave") by eligible employees:

- A. Eligible employees may be required to file a doctor's statement certifying to the need for the absence when using leave for illness, injury, or disability.
- B. An eligible employee who has been absent due to illness, injury or disability shall report the absence and set forth the reason he or she is entitled to sick leave. Absences shall be reported through the building principal or immediate supervisor.
- C. When an eligible employee becomes aware of circumstances which may require an extended absence, such employee shall notify his/her immediate supervisor. Circumstances that would require such notice include but are not limited to: pregnancy, extended illness, personal injury, anticipated surgery, hospitalization and/or disability preventing the performance of the employee's job. The eligible employee may be required to furnish a written statement from his/her physician confirming the condition and providing an opinion as to the employee's physical and/or mental ability to continue employment. If applicable, the physician shall advise the District of the scheduled date of surgery, the expected delivery date for pregnancy, and/or the date the employee should discontinue work.
- D. The Superintendent or his/her designee may make a continuing request for medical evidence demonstrating the continued need for sick leave and may also request a physician's opinion as to the anticipated date that the eligible employee will be able to return to work.
- E. Except as provided by the Family Medical Leave Act, eligible employees may use accumulated paid leave in the event there is illness in the immediate family; however, the maximum number of days per school year that can be used for this purpose is ten (10). The Superintendent or his/her designee may waive this maximum number for extenuating circumstances.
- F. The District may limit any of the above provisions if an eligible employee has abused the District's provisions governing leaves of absence.

G. The District may permit an employee who has available vacation to substitute vacation in lieu of sick leave for reasons of illness, injury, and/or disability.

II. On-the-job Injury

Employees sustaining an injury arising out of and in the course of his/her employment with the District shall immediately notify the building principal and/or his/her immediate supervisor and shall obtain and complete a worker's compensation accident report form. The form should be sent to the Human Resources office within twenty-four (24) hours of the injury. The employee must also complete the Choice of Doctor form (Form 50) made available by the employee's supervisor or Human Resources Department. Failure to complete and return the fully completed Form 50 within a reasonable period of time, not to exceed 30-days from the date of injury, provides the District the right to select a physician to treat the employee in accordance with Neb. Rev. Stat. § 48-120.

III. Definitions:

A. "Eligible employee" shall mean an employee who has not exhausted his/her paid sick leave provided for by the applicable collective bargaining agreement or Board approved administrative allowance in the absence of a collective bargaining agreement.

B. "Extended period of absence" shall mean an absence of three (3) or more consecutive work days.

C. "Immediate family" shall mean the employee's spouse, parents, children, grandchildren, brothers, sisters, grandparents, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, spouse's grandparents, or any relative who is a permanent resident in the employee's home or for whom the employee has specific legal responsibility.

Date of Adoption

October 7, 1974

Date of Revision

July 5, 1983

April 15, 1989

September 7, 1993

September 9, 1996

July 27, 1998

March 17, 2003

February 21, 2011

November 6, 2017

November 21, 2022

Related Policies and Rules

[4510: Leaves of Absence](#)

[4510.06: Leaves of Absence - Family Medical Leave Act \(FMLA\)](#)

Legal Reference

Neb. Rev. Stat. § 48-164, 48-165, 48-120, and 48-120.02