Sick Leave

I. Crediting and Accumulation of Sick Leave

A. Employees other than substitutes and temporary employees earn and accumulate sick leave.

B. Sick leave shall be accrued and credited each pay period. (See Attachment A for accruals). Sick leave shall not accrue when an employee is using Sick Leave Bank, Short-Term Disability, Workers Compensation, or while on an unpaid leave of absence.

C. Employees may transfer up to a maximum of sixty (60) sick leave days accumulated from a public school division as certified by that school division’s administration. Sick leave accumulated through Prince William County agencies, up to the maximum amount allowed, will be accepted, as certified by transferring employee’s Department of Human Resources. Transferred leave will not be compensable upon separation or retirement from employment.

D. There shall be no limit on the accumulation of sick leave.

II. Donated Sick Leave

A. In special circumstances, and upon approval of the Director of Benefits and Retirement Services, an employee may donate sick leave days to another employee who has exhausted all available leave, and still has a legitimate and continuing need for sick leave. A written request for approval to allow employees to donate sick leave days to another employee must be submitted in writing by the supervisor of the employee in need of donated leave. Donated leave will not be granted in conjunction with any other compensated leave program (i.e. Short-Term and Long-Term Disability plans).

B. Donated leave will not be granted until the employee who is seeking the donated leave has been employed 12 consecutive months, and has exhausted the employee’s own leave balances including: sick, personal, annual leave, and Sick Leave Bank (if applicable). It is a requirement that the first twenty (20) work days of an employee’s or dependent’s illness, be covered by the employee’s own leave balances including, if necessary, the use of leave without pay.

C. An employee whose request for donated leave is denied may request an appeal of the decision to the Superintendent’s Staff. The written appeal request should be sent to the Director of Benefits & Retirement Services.
D. The maximum total of donated leave transfers shall not exceed 30 working days per recipient per fiscal year. Donated leave may not be carried over to the next fiscal year.

III. Use of Sick Leave

A. All eligible employees may use sick leave for themselves, for immediate family members, or for a permanent resident of the employee’s household. The definition of an immediate family member is husband, wife, father, mother, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, foster child, stepparents, stepchild, legal guardian, child for whom employee is legal guardian, grandparent, and any other relative living in the household of the employee, however distant.

B. Sick leave may be used for the following:

1. Medical: Illness, injury, quarantine, or temporary physical or mental incapacity.

2. Family/Parental:

   a. Birth of a Child: Employees with appropriate medical documentation may take up to six (6) weeks for natural childbirth and up to eight (8) weeks for a caesarian section. If additional sick leave is needed for maternity purposes, the employee must provide additional medical certification. The spouse who did not give birth may use up to two (2) weeks of sick leave without medical certification, for bonding with the infant. If additional sick leave is necessary for care and bonding, the employee must provide the appropriate medical certification or use approved annual leave or leave without pay. Leave for bonding must be taken immediately following the birth.

   b. Adoption of a Child: An employee who adopts a child less than one year of age, may use up to four (4) weeks of sick leave, with adoption certification, for bonding with the employee’s child. When both parents of the adopted child work for the School Division, the combined amount of sick leave they may be taken for bonding with the employees’ child, is six weeks. Leave for bonding must be taken immediately following the adoption. If additional sick leave is needed for medical necessity, the employee must provide medical certification or use approved annual leave or leave without pay.
3. Bereavement: Up to five (5) work days may be used for the death of an immediate family member, as defined in Section III. Extensions may be approved with medical certification by the Director of Benefits and Retirement Services.

C. The following additional guidelines shall govern the use of sick leave:

1. Employees absent from work requiring the use of sick leave per the provisions of this regulation must notify their supervisor at the beginning of each work day or as soon as possible thereafter and advise of their expected return-to-work date.

2. In accordance with the “Code of Virginia,” Section 22.1-301, the supervisor or Director of Benefits & Retirement Services has a right to require a physician's certification at any time. In addition, the employee is required to submit to the Office of Benefits & Retirement Services a physician's certification for sick leave or anticipated sick leave in excess of three (3) days. The physician's certification must identify the nature of the illness or disability, the date the illness or disability began, and the anticipated return-to-work date. All physician certifications for illness in excess of three (3) days must be submitted to the Office of Benefits and Retirement Services and shall not be retained at the employee’s work location.

3. Sick leave must be taken for the purpose for which it was granted per the provisions of this regulation. It cannot be interchanged or substituted for another type of leave.

4. Per Regulation 544-2, “Family Medical Leave,” (FMLA) will run concurrently with any days of paid sick leave or Short-Term disability taken beginning on the first day of absence.

IV. Compensation for Sick Leave

A. Each sick leave day used in accordance with the provisions of this regulation will be compensated at the employee's current rate of pay. Under no circumstances will sick leave compensation be greater than the number of contract hours or average number of hours worked per day.

B. Employees who are not covered by the employer-sponsored Short-Term and Long-Term Disability plans, that have exhausted all compensable leave and continue to have an illness or injury as certified by a physician, may be granted an extended medical leave of absence. The request shall be sent to the Director of Benefits and Retirement Services for approval. The extension will be without pay
in accordance with the provisions in Regulation 544-1, “Leave Without Pay,” or the employee may pursue disability retirement.

C. Employees who are covered by the employer-sponsored Short-Term Disability plan that have exhausted Short-Term Disability benefits, and have a continued illness or injury as certified by a physician, must apply for Long-Term Disability.

D. If the employee does not return to work with a medical release from the treating physician(s) that provided the medical certification for which the employee was found eligible for the disability plans, and/or Long-Term Disability benefits are denied, the employee must apply for an unpaid medical leave of absence or resign employment.

V. Reporting Sick Leave

A. It is the supervisor’s responsibility to monitor and report sick leave.

B. Employees shall record sick leave in no less than fifteen (15) minute increments in the time and attendance system. All sick leave is to be recorded in a timely manner.

C. In reporting sick leave, the sick leave event code corresponding with the reason sick leave was taken must be recorded in the time and attendance system.

D. Official sick leave records shall be maintained by the Office of Benefits & Retirement Services.

E. After five (5) consecutive work days of an employee’s absence, each office/school shall report the employee using sick leave to the Time and Leave Specialist in the Office of Benefits & Retirement Services.

VI. Unused Sick Leave Compensation

A. Upon separation of employment, and/or upon approval for Long-Term Disability, an employee must choose one of the following options within sixty (60) calendar days or relinquish all rights to accrued, unused sick leave:

1. If an employee meets the requirements of Separation Leave as defined in Regulation 545-1, then payment will be made according to the plan.

2. If a retiring employee is eligible and elects to participate in the Retiree Health Insurance Premium Contribution Plan, convert accumulated sick leave per the conversion table in Regulation 545-1, “Separation Benefits,” in exchange for an established employer health insurance premium
contribution. Unused sick leave days in excess of the number required to convert to an employer health insurance premium contribution percentage shall be compensated at the rate of 10 percent (10%) of the employee’s per diem or hourly rate at the time of separation.

3. Transfer all such accumulated sick leave to another school division. (If no actual transfer has occurred within one (1) year from the date of separation, this option will be forfeited.)

4. Request payment for ten percent (10%) per diem for the balance of accumulated, unused sick leave.

5. Transfer sick leave balances, at ten percent (10%) per diem of accumulated unused sick leave, to the employee’s 403(b) or 457 plans up to the employee’s maximum amount allowed by the Internal Revenue Service.

6. Transfer part and be paid at ten percent (10%) per diem for the balance of accumulated, unused sick leave.

B. Payment for unused sick leave shall be made for only those days earned. Should an employee terminate employment having used more sick leave days than were earned, such unearned days will be deducted from the employee's last paycheck, or by other methods used by the Office of Payroll, at the employee’s current rate of pay.

D. For purposes of separation pay for unused sick leave, only the sick leave earned with Prince William County Schools is compensable.

E. Upon request, the Office of Benefits & Retirement Services will verify days of accrued sick leave for those employees who wish to transfer all or part of their accumulated sick leave to another school division/employer.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.
SICK LEAVE ACCRUALS

All employees except substitutes and temporaries are entitled to accrue sick leave per the following schedule:

Administrators:

250 – day: 15 days over 24 pays  
236 – day: 14 days over 24 pays  
223 – day: 14 days (year-round) over 24 pays

Instructional Staff:

195 – day: 12 days over 20 pays  
214 – day: 13 days over 22 pays  
209 – day: 13 days over 22 pays  
200 – day: 12 days over 20 pays

Classified Staff:

250 – day: 15 days over 24 pays  
223 – day: 14 days over 22 pays  
195 – day: 12 days over 22 pays  
190–day: 12 days over 20 pays  
(cafeteria mgrs.)  
188 – day: 12 days over 20 pays

Notes:

Transportation Services & Food Services pay lag employees accrue on a 10-month pay period; 11 days total over 19 pays, beginning September 15 through June 15 of each school year.

(1) All food service employees and bus drivers employed prior to July 1, 1984, will continue to receive 12 days of sick leave annually. Employees in these categories hired after July 1, 1984, will receive 11 days of sick leave annually.

(2) The number of days of sick leave credited will be reported in hours and minutes on an employee’s earnings statement. The number of hours and minutes credited for each day of sick leave will be based on the number of hours in an employee’s regular work day.