

---

**PAID SICK LEAVE POLICY**

The Board of Directors supports employee health and will ensure the school maintains sick leave policies and procedures that align with federal and State mandates. The Board directs staff to review the sick leave policies annually to ensure compliance with all laws, regulations and best practices. All employees will be provided the sick leave policies through the Employee Handbook and provided training on the proper use of available leave as well as the process for submitting for time off. Human Resources staff will assist supervisors and employees with coordination of their leave benefits to ensure employee rights as well as assignment coverage.

Employee use of sick leave must follow the policies and procedures of the school. Abuse of the school's sick leave policy will not be tolerated and may be grounds for discipline including termination.