

Personnel - All Employees

CATASTROPHIC ILLNESS, INJURY OR PHYSICAL CONDITION LEAVE FORM

Catastrophic Illness, Injury or Physical Condition Leave will be available on a first-come, first-served basis to employees who have exhausted both their accumulated personal and sick leave. Leave is for the purpose of an employee to provide necessary care and recuperation of self, child or spouse. The Board of Education will grant a maximum of sixty (60) school days of catastrophic sick leave per year for the certified and a maximum of sixty (60) school days for classified in separate banks. A maximum number of twenty (20) days per year per individual may be granted upon completion of application for each bank. October 1<sup>st</sup> is the deadline for days to be donated (unlimited per person) to the appropriate bank (up to 60 days). A certified statement of physical or injury condition by a physician must accompany application. There is no donation requirement to apply.

Injury or Physical Condition Certified by Physician is Attached Yes \_\_\_\_\_ No \_\_\_\_\_

Accumulated Sick Days Exhausted Yes \_\_\_\_\_ No \_\_\_\_\_

Accumulated Personal Days Exhausted Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Days Granted (Not to exceed 20) \_\_\_\_\_

Signature:

\_\_\_\_\_  
(Staff member)

Signature:

\_\_\_\_\_  
(Business Manager)

Signature:

\_\_\_\_\_  
(Superintendent)

Date of Adoption:     March 22, 2021