

Sick Leave

Definition: Sick leave may be used to care for yourself or your dependent child because of illness or medical appointments per Minn. Stat. §181.9413; or up to 160 hours of accumulated sick leave may be used in a 12-month period pursuant to Minn. Stat. § 181.9413 for your adult child, spouse, parent, mother-in-law, father-in-law, grandchild, grandparent, sibling, or stepparent¹ for reasonable periods of time when employee’s attendance may be necessary. Medical certification from the employee’s adult child, spouse, parent, grandparent, sibling or stepparent’s medical provider may be required in accordance with your contract.

You may also be eligible for FMLA leave –please contact Jennifer Claseman to review your eligibility for FMLA leave if you will be needing a leave of 5 or more days for you or your qualifying family member.

Any time requested beyond available sick leave (capped at 160 hours/year for adult children, spouses, parents, grandparents, siblings or stepparents) for leave is subject to the district’s no pay policy and/or state or federal law.

The definition of a Dependent Child (Minn. Stat. § 181.940): An individual under 18 years of age or an individual under age 20 who is attending secondary school (*high school* student or younger).

Time Off Code:	Time off Reason:	Uses:
Sick leave	Self	Use this code to request leave when you are sick or need to attend a medical appointment that cannot be scheduled during after work hours.
Sick dependent child	Sick DC	Use this code to request leave to care for your sick dependent child (see definition above) or to attend his/her medical appointments that cannot be scheduled during after work hours.
Sick Family	Sick Fam	Use this code to request reasonable medically necessary leave to attend to your <i>sick spouse/adult child/parent/stepparent/mother/father-in-law/grandchild/grandparent/sibling</i> that cannot be scheduled after work hours; in the description box list the eligible family member from the list above. Per Minn. Stat. § 181.9413.

When and how do I request sick leave? Please request all sick leave in advance when possible on Skyward. In cases where you will be out the same or next day, please call your supervisor and then request the leave on Skyward.

Who approves my sick leave? Sick leave for yourself and your dependent children are approved by your supervisor. Sick adult child, sick parent, sick spouse, sick sibling, sick grandparent, and sick stepparent leave requests will be approved first by your supervisor and then, by human resources.

Can I use sick leave to care for my children because their daycare is closed due to the illness of the daycare provider or her children? No. Sick leave can only be used when your child is sick or has a medical appointment that could not be scheduled outside of your work hours.

What do I need to include in my sick family request? You need to indicate in the description box that the time you are taking is for your sick spouse, adult child, parent, stepparent, mother/father-in-law, grandchild, grandparent, or sibling. See example below.

¹Paraprofessionals covered under the Paraprofessional Master Agreement can also use sick family time for domestic partners and individuals whom the paraprofessional is standing in loco parentis for.




Clerical staff covered under the Collective Bargaining Agreement can also use sick family time for domestic partners.

Nutritional Service staff covered under the Nutritional Services Collective Bargaining agreement can also use sick family time for domestic partners.

I tried to put the required information in the description box but it disappeared on me. Now what? Please try Internet Explorer; some employees have had this happened in Chrome.

Add a Time Off Transaction

Enter Time Off Transaction Details

 Save & Add Another  Save  Cancel

*Employee

Assignment

Supervisor Superintendent - Superintendent - District - Flathmann, Margaret J

Assignment Hours Per Day

*Employee Time Off Type

*Time Off Reason

Transaction Type Code

Single Day Date Range

*Start Date

*Hours

Days

Description

Start Time

End Time

