



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4161.1

4361.1

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Certificated Personnel

Personal Illness and Injury

1. A full-time contract certificated employee employed five (5) days a week for a school year shall be granted 12 days of sick leave per school year of employment. The employee must work at least eleven (11) days during the month in order to earn the full days of sick leave for that month. If a part-time contract certificated employee is employed for less than a full 6/6 contract, their sick leave allotment will be prorated accordingly.
2. All certificated employees absent due to illness for any portion of any duty day shall, upon their return to duty, complete and file a report of their absence on district form 50.29, "Certificated Absence Affidavit."
3. Official verification of the reason for absence may be required at any time; however, all absences of more than five (5) consecutive duty days shall require that official verification be submitted with the "Certificated Absence Affidavit."

Hourly Certificated Staff in Evening High School, Adult School, and Home Teaching

Personal illness leave is a paid leave of absence in accordance with law and shall be an hourly equivalency based upon the leave provided for day school staff. Illness leave under this rule shall not be interchangeable or co-mingled in any way with that provided in any day school.

1. Leave shall be "earned" based upon the average number of hours worked per day during each pay period, in accordance with the following formula:
$$(180 \text{ duty days/year} \times 8 \text{ duty hours/day}) \text{ divided by } (12 \text{ days sick leave/year} \times 8 \text{ duty hours/day}) = 15 \text{ duty hours per one sick leave hour}$$
2. Illness leave shall be paid based upon the hourly rate of the employee at the time it is used and shall be available to the employee at any time during the period of employment.
3. When absence due to personal illness occurs, the employee shall have available their current year's entitlement of illness leave, based upon 1. above, or any unused balance

Personal Illness and Injury (continued)

Hourly Certificated Staff in Evening High School, Adult School, and Home Teaching
(continued)

thereof. From that point, accumulated leave, if any, shall be available. In an extended illness absence, after accumulated leave has been exhausted, the employee shall be paid the difference between their expected earnings (defined as the employee's current rate of pay times the average number of hours per day period at the time absence began) and the amount payable to a substitute, whether or not a substitute is actually employed, for a period of up to five (5) school months from the initial date of absence. In a case where the employee's pay rate equals the substitute pay rate (Step 1), the employee shall be paid the difference between Step 1 and Step 2 of the hourly salary schedule.

4. Sick leave benefits shall only apply to absences due to personal illness which occur during the period of time that the employee is scheduled to be actively employed. This benefit shall not extend beyond the end of the employee's class, work year, or other established employment period. In the case of an absent instructor whose assignment must be cancelled due to insufficient enrollment, for example, sick leave benefits shall not extend beyond the point where their assignment is terminated.
5. Unused earned sick leave shall accumulate from year to year without limit as long as there is continuity of employment; provided, however, that any employee who is terminated will be responsible for compensating the district for unearned sick leave actually used. Should there be a break in employment of a semester or more, prior accumulated sick leave shall be lost and a new accumulation shall begin upon reemployment.

Legal Reference:

Regulation approved: 1/13/87

Revised: 7/14/87, 11/7/17