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Policy 430

POLICY: Emergency Sick Leave Request

Brainerd Public Schools – Independent School District #181

PURPOSE: The District recognizes that there are circumstances, though extremely rare, when an employee needs to be absent from his/her position and has no remaining sick days, vacations days or other paid leave alternatives. The following are guidelines to be followed in such cases.

1. All requests for paid sick leave days must be sent to the Human Resources Director for approval. The letter must indicate the reason for the request and an estimate of the number of days needed.
2. A review team made up of the Human Resources Director, Director of Business Services, the building Principal or immediate supervisor and a bargaining unit representative will determine approval of all requests.
3. There must be a catastrophic circumstance that resulted in a zero (0) balance of an employee's paid leave days. The review team will determine what is catastrophic. Examples include terminal illness, extensive chemotherapy, etc.
4. Decisions will be made on a case-by-case basis.
5. Circumstances resulting from a work-related injury or illness will not be considered.
6. The decision of the review team will also depend on use of past absences for the past three (3) years.
7. An employee must be in an unpaid status for a minimum of ten (10) working days before the leave with pay begins, if the request is approved.
8. In no case will leave with pay be granted to an employee for more than sixty (60) calendar days.
9. Requests may be for circumstances of the employee or the employee's immediate family. The definition of immediate family will be made by the review team on a case-by-case basis, but will include employee, spouse, children or children of spouse, parents, spouse's parents and permanent members of the household.
10. Whether the request is due to circumstances of the employee or a member of the immediate family, medical verification or other documentation will be required before approval is considered.
11. Decisions made by the review team are not subject to the grievance procedure.
12. If a decision made under this policy is found to be in conflict with Federal or State Law that decision shall be null and void and the applicable Federal or State Law shall prevail.