

Currituck County Schools

Inspiring Excellence in Every Student

Extended Sick Leave

Eligibility of Extended Leave:

Teachers (regular classroom, special education, vocational, related arts, title I and media specialists) requiring substitutes are the only employees eligible. This leave is available if the employee is absent due to their own personal illness or injury in excess of their accumulated sick leave and available annual leave. Those qualifying are allowed extended sick leave of up to 20 work days throughout the regular term of employment.

Use of Extended Sick Leave:

1. A newly hired employee must have reported to work to be eligible.
2. Superintendent will require medical verification.
3. Unused extended Sick/Annual Leave days do not carry forward to succeeding school years.
4. The standard deduction is \$50.00 (per day) whether a substitute is employed or not.

Signature

Date

Director of Human Resources

Date

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Extended Sick Leave Request Form

Employee's Name: _____ Date: _____

Job Title: _____ Job Site: _____

Reason for Extended Sick Leave Request: (Explanation required and/or verification from your physician)

Number of regular sick leave days remaining: _____

Employee's Signature: _____

CENTRAL OFFICE USE ONLY

() I recommend approval of this leave.

() I do not recommend approval of this leave.

Reason: _____

Authorized Signature: _____ Date: _____
(Signature or Designee)

Cc: Finance Office/Payroll Department
Human Resources Director

2958 Caratoke Highway*Currituck, NC*27929

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