

## CLASSIFIED EMPLOYEE PERSONAL ILLNESS LEAVE

Classified employees will be granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of fifteen days. "Day" is defined as one workday regardless of full-time or part-time status of the employee. A new employee will report for work at least one full workday prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the commencement of each letter of employment. Sick leave may be accumulated up to a maximum of 125 days for classified employees. Should the personal illness occur after or extend beyond the accumulated sick leave, the employee may apply for FMLA or long term disability benefits requiring medical certification.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position.

Legal Reference: Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).  
26 U.S.C. § 2601 et seq. (2012).  
29 C.F.R. Pt. 825 (1993).  
Iowa Code §§ 20; 85.33, .34, .38(3); 279.40 (1995).  
1980 Op. Att'y. Gen. 605.  
1972 Op. Att'y. Gen. 177, 353.  
1952 Op. Att'y. Gen. 91.

Cross Reference: 403.2 Employee Injury on the Job  
414.3 Classified Employee Family and Medical Leave  
414.8 Classified Employee Unpaid Leave

Approved: Feb. 11, 1985, June 17, 2013, February 28, 2019  
Reviewed: Aug. 24, 2005, Nov. 9, 2009, Apr. 22, 2013, Jan. 21, 2019  
Revised: Feb. 10, 1997, Oct. 9, 2000, Dec. 14, 2009, Apr. 22, 2013, Jan. 21, 2019