Suffield Education Association

Fall 2025

Frequently Asked Questions about Sick & Personal Time

1. **How many sick days do I get a year?**
    a. 15 sick days a year
2. **How many personal days do I get a year?**
    a. 5 personal days a year
3. **Does my sick time roll over?**
    a. Yes, it does for a maximum amount of 180 days
4. **Do my personal days roll over?**
    a. Unused personal leave shall accumulate from year to year to a maximum of ten (I0) days in "ILL Fam" (which includes Bereavement).
5. **Do I need to give a reason for personal days?**
    a. No. If you are questioned you may say it is “unavoidable and necessary” or you can write N/A on Frontline
6. **What if I need to take a personal day before or after a school holiday or vacation?**
    a. Log into Frontline
    b. Click “My Forms” (lefthand side)
    c. Click “Forms I can start”
    d. Scroll down forms until you see “SEA Article 30 Personal Leave Request Form”
    e. Complete online form.
7. **How do I use my sick time for FMLA?**
    a. Contact Kathy Carney for paperwork
8. **What is the difference between our sick time and CT paid sick time? & How do I use my CT paid sick time?**
    a. See the explanation below. Essentially, the CT paid sick time is simply **part of your allotted 15 days** - it basically allows for broader reasons to take 5 of those sick days.

Contract: [SEA Teacher's Contract - Effective July 1, 2025 - June 30, 2028]

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CT Sick Leave (part of your 15 sick days) - You can use 5 of your 15 sick days for CT Sick Leave as defined below

How Sick Leave Can Be Used:

1. For the employee's own:
    - Illness, injury, or health condition
    - Medical diagnosis, care, or treatment
    - Preventive medical care
    - Mental health wellness day

2. For a family member's:
    - Illness, injury, or health condition
    - Medical diagnosis, care, or treatment
    - Preventive medical care

3. Public health emergencies:
    - When the employer's workplace or a family member's school/place of care is closed by a public official
    - When a health authority or provider determines the employee or family member poses a risk to others due to exposure to a communicable disease

4. Victims of family violence or sexual assault:
    - To seek medical or psychological care
    - To obtain services from a victim organization
    - To relocate for safety
    - To participate in civil or criminal proceedings related to the incident

5. Definition of Family Member
    - Includes a spouse, child, parent, sibling, grandparent, grandchild, or anyone related by blood or close affinity whose relationship is equivalent to family.

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ARTICLE 29 SICK LEAVE

A. Teachers shall be entitled to sick leave with full pay up to fifteen (15) working days in each year for the employee's personal illness or disability. **Teachers may use up to five (5) sick days per year for illness in the immediate family. Immediate family for purposes of this provision shall be defined as a spouse, child, parent, or an individual domiciled in the household.** Unused sick leave shall be accumulated from year to year so long as the teacher remains continuously in the service of the Board up to a maximum of one hundred eighty (180) days. In addition to the maximum number of days which may be accumulated (i.e., 180) each teacher shall be permitted an additional 15 days sick leave at the beginning of each school year (in accordance with Connecticut General Statute I0-156) which may not be accumulated.

B.The Board of Education shall keep a record of each teacher's unused sick leave. A teacher may examine their record upon request.

C.The Board in its sole discretion may provide sick leave in excess of limits defined in this article. Board action on a particular request shall not be in any way binding or take precedence with respect to any other request, whether similar or dissimilar, and each application shall be reviewed independently on a case-by-case basis.

D.When there is a demonstrated pattern of sick leave usage which reasonably appears to show a pattern of abuse, or when there is other reasonable cause to suspect abuse of sick leave, the Superintendent may require the teacher to produce a medical certificate to justify their sick leave, provided the Board will pay for the cost of such certificate.

E.The Superintendent may grant up to thirty (30) days of unused sick leave accumulated by an employee as a contracted teacher in another school system provided employment in that school system terminated no more than one hundred eighty (180) calendar days prior to the commencement of employment with the Suffield Public Schools.

ARTICLE 30 PERSONAL LEAVE:

A. A total of five (5) days of personal leave per year shall be granted to teachers for **reasons of a personal or emergency nature**, which made absence from school unavoidable and necessary, subject to the approval of the building principal or immediate supervisor. Personal days are not intended to be used to extend a vacation or holiday or to create a vacation. **Requests to use a personal day before or after a school holiday or vacation will be approved only in extraordinary circumstances, as determined by the Superintendent.**

B.Such personal leave shall not accumulate from year to year except that, for reasons of severe illness or death in the immediate family, unused leave shall accumulate from year to year to a maximum of ten (I 0) days.

C.Application for such leave shall be made as far in advance as practicable and, except for emergencies, shall be made at least twenty-four (24) hours prior to the date of the leave. Such leave shall be granted by the Building Principal and/or designee. In cases of extreme hardship or disability to the school system permission will not be unreasonably withheld.

D. Teachers shall be entitled to up to two (2) additional days for formal religious observance of a high holy day, unless already included in the school calendar.

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