



Policy: GDDA
Subject: Conversion of Vacation Days to Sick Days

Policy:

The Red River Valley School Division Board of Trustees believes that in exceptional circumstances employees may be eligible to convert vacation days into sick days if they become ill during a pre-approved and scheduled vacation.

Protocol:

When an employee becomes ill during a pre-approved and scheduled vacation, the Superintendent & CEO, has the authority to grant sick leave and credit the employee vacation days equal to the number of days approved for sick leave. It is the sole responsibility of the employee to provide satisfactory proof of hospitalization and/or medical doctor ordered home confinement to bed rest of three or more days, directly to the school division's Human Resources Department in order for the request of converted days to be considered.

Procedure:

Employees who wish to have vacation days converted into sick days as described above, are responsible for providing proof of illness upon return to work or end of scheduled vacation.