

PERSONNEL

04/03/15

0303.2232

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-CLASSIFIED PERSONNEL-

Sick Leave

NUMBER OF DAYS

All full-time classified personnel employed for the minimum number of working days required by law shall be entitled to ten (10) days of sick leave with pay per year. Full-time classified personnel who are employed for 225 days shall be entitled to eleven (11) days of paid sick leave per year and full-time classified personnel who are employed for 240 days shall be entitled to twelve (12) days of paid sick leave per year. 238

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), parents, spouse's, parents, brothers, sisters (including stepbrothers and stepsisters), daughters-in-law and sons-in-law, brothers and sisters, grandparents, and spouse's grandparents, grandchildren and spouse's grandchildren without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

TRANSFER OF SICK LEAVE

Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another classified employee who is authorized to receive the donation. Donations by classified employees shall occur no later than ten (10) days after the initial request. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Sick Leave

SICK LEAVE DONATION PROGRAM (CONTINUED)

Classified employees are eligible to receive donated days if they meet the criteria established in procedures.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

AFFIDAVIT

Upon return to work, an employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent to attend a member of the immediate family who was ill.

REFERENCES:

KRS 161.155
OAG 79-148
OAG 93-39
Family & Medical Leave Act of 1993

RELATED POLICY:

03.2234, 03.12322, 03.22322, 03.273