

- CERTIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

Full-time certified employees shall be entitled to ten (10) days of sick leave with pay each school year.

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 certified 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), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents 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

Teachers 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, certified employees may participate in the Sick Leave Bank. ~~who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.~~

~~Certified employees are eligible to receive donated days if they meet the criteria established in statute.~~

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

AFFIDAVIT

Upon return to work a certified 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 for the purpose of attending to a member of the immediate family who was ill.¹

Sick Leave

REFERENCES:

¹KRS 161.155, Sec.2
KRS 161.152
OAG 79-148, OAG 93-39
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.124
03.12322
03.1233

Adopted/Amended: 7/11/2005
Order #: 114

PERSONNEL

03.12321

- CERTIFIED PERSONNEL -

Sick Leave Bank

MEMBERSHIP

~~All certified employees are eligible for participation in the Sick Leave Bank.~~

"Sick Leave Bank" shall mean an aggregation of leave days contributed by certified personnel for use by the members of the Sick Leave Bank who have exhausted all sick leave, used all other available paid leave days and non-contract days.

An employee shall submit to the Superintendent Sick Leave Bank Usage Application ~~a signed to serve as the~~ statement of intent to participate in the Bank on or before October 1 of any school year in order to assure membership for that year. Employees hired after October 1 must submit a signed statement of intent during their first ten (10) work days to be eligible for participation.

CONTRIBUTIONS

Members shall initially contribute one (1) day from their sick leave accumulation

Sick days contributed to the Bank will be deducted from the sick leave days available to contributing employees.

The day or days, once contributed to the Bank, become the property of the Bank and may not be reclaimed by the employee except as specified in this policy. Only employees who are members of the Sick Leave Bank in any given year shall be eligible to draw on the Sick Leave Bank.

~~Employees who are granted days from the Bank shall be required to donate another sick day to the Bank the following July 1st, in order to remain a member of the Bank for the following school year. This will be done automatically through payroll. Employees must notify payroll if they do not wish to contribute the day and continue to be a member.~~

ADMINISTRATION

The Board shall administer the Sick Leave Bank under procedures developed by the Superintendent. A Sick Leave Bank Committee will be determined by the Superintendent ~~composed of four (4) teacher representatives, one (1) from each school, appointed by each school's SBDM council and three (3) administrative representatives (two elected administrative representatives and a board office administrator) shall be formed.~~ The Committee's responsibilities shall include, but not be limited to, the determination of eligibility requirements and the minimum/ maximum number of days to be maintained in the Bank.

Sick Leave Bank Committee members shall not rule on an application of their own or of a relative.

Application for extended sick leave will be made in writing to the Superintendent/Designee. The Sick Leave Bank Committee will meet, evaluate the request, and render a decision. The decision of the Sick Leave Bank Committee by majority ~~(four votes being a majority)~~ vote will be final.

~~Meetings of the Committee will be held in the building of the requesting member of the Sick Leave Bank.~~

~~Management of the Sick Leave Bank will be the responsibility of the Committee chairperson with the assistance of the Board Finance Officer.~~

PERSONNEL

03.12321
(CONTINUED)

Sick Leave Bank

APPEAL

Should the Sick Leave Bank Committee determine that a member's request does not meet eligibility requirements, the member may appeal ~~to the~~ as stated in Board Grievance Procedures. ~~The Board shall hear the request at the next regular meeting and render a decision.~~

ELIGIBILITY FOR SICK LEAVE BANK DAYS

After employees have exhausted all of their accumulated paid leave days, non-contract days, and extended employment days, they may apply for use of Sick Leave Bank days.

After approval by the Sick Leave Bank Committee, a member may draw from the Sick Leave Bank up to one-half (1/2) of the total number of accumulated sick leave days the member had at the beginning of the school year and not to exceed one-half (1/2) of the total number of accumulated sick leave days within the Sick Leave Bank.

DISCONTINUATION

In the event that the Board discontinues the Bank, all employees who are members of the Bank at the time of discontinuation shall remain members without additional contributions until all days in the Bank are exhausted.

REFERENCE:

KRS 161.155

RELATED POLICY:

03.1232

PERSONNEL

- CLASSIFIED PERSONNEL -

Sick Leave Bank**MEMBERSHIP**

"Sick Leave Bank" shall mean an aggregation of leave days contributed by classified personnel for use by the members of the Sick Leave Bank who have exhausted all sick leave, used all other available paid leave days and non-contract days.

An employee shall submit to the Superintendent Sick Leave Bank Usage Application a signed to serve as the statement of intent to participate in the Bank on or before October 1 of any school year in order to assure membership for that year. Employees hired after October 1 must submit a signed statement of intent during their first ten (10) work days to be eligible for participation.

CONTRIBUTIONS

Members shall initially contribute one (1) day from their sick leave accumulation.

Sick days contributed to the Bank will be deducted from the sick leave days available to contributing employees.

The day or days, once contributed to the Bank, become the property of the Bank and may not be reclaimed by the employee except as specified in this policy. Only employees who are members of the Sick Leave Bank in any given year shall be eligible to draw on the Sick Leave Bank.

~~Employees who are granted days from the Bank shall be required to donate another sick day to the Bank the following July 1st, in order to remain a member of the Bank for the following school year. This will be done automatically through payroll. Employees must notify payroll if they do not wish to contribute the day and continue to be a member.~~

ADMINISTRATION

The Board shall administer the Sick Leave Bank under procedures developed by the Superintendent. A Classified Employee Sick Leave Bank Committee will be determined by the Superintendent ~~composed of representatives elected by and from the classified staff and one (1) member appointed by the Superintendent shall be formed.~~ The Committee's responsibilities shall include, but not be limited to, the determination of eligibility requirements and the minimum/maximum number of days to be maintained in the bank.

Classified Employee Sick Leave Bank Committee members shall not rule on an application of their own or of a relative.

Application for extended sick leave will be made in writing to the Superintendent/Designee. The Sick Leave Bank Committee will meet, evaluate the request, and render a decision. The decision of the Sick Leave Bank Committee by majority (four votes being a majority) vote will be final.

APPEAL

Should the Classified Employee Sick Leave Bank Committee determine that a member's request does not meet eligibility requirements the member may appeal ~~to the~~ as stated in Board Grievance Procedures. ~~The Board shall hear the request at the next regular meeting and render a decision.~~

PERSONNEL

03.22321
(CONTINUED)

Sick Leave Bank

ELIGIBILITY FOR SICK LEAVE BANK DAYS

After employees have exhausted all of their accumulated paid leave days, non-contract days, and extended employment days, they may apply to the Classified Employee Sick Leave Bank Committee for use of Sick Leave Bank days.

After approval by the Classified Employee Sick Leave Bank Committee, a member may draw from the Classified Sick Leave Bank up to one-half (1/2) the total number of accumulated sick leave days the member had at the beginning of the school year and not to exceed one-half (1/2) of the total number of accumulated sick leave days within the Classified Employee Sick Leave Bank..

DISCONTINUATION

In the event that the Board discontinues the Bank, all employees who are members of the Bank at the time of discontinuation shall remain members without additional contributions until all days in the Bank are exhausted.

REFERENCE:

KRS 161.155

RELATED POLICY:

03.2232

- CLASSIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

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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.

ACCUMULATIVE

Unused sick leave shall accumulate without limitation.

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 employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents 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 may participate in the Sick Leave Bank. ~~who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.~~

~~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.~~

Sick Leave

REINSTATEMENT

Classified personnel whose employment is terminated by the Superintendent shall forfeit all unused days of sick leave and those days shall not be restored if the employee is rehired at a later date. Forfeiture of unused sick leave days does not apply to employees returning from a leave of absence.

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 93-39, OAG 79-148

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.22322

03.2233

Adopted/Amended: 9/9/2002

Order #: 36