

- CERTIFIED PERSONNEL -

Sick Leave Donations

Certified employees shall meet all of the following conditions in order to be eligible to receive donated days:

1. The receiving employee suffers from a catastrophic loss to his/her personal or real property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to be absent for at least ten (10) consecutive working days; and/or
2. The employee or a member of his/her immediate family suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to be absent for at least ten (10) days.
3. As appropriate, the need for the absence and use of leave is certified by a licensed physician.
4. The employee has exhausted his/her accumulated sick leave, personal leave, and any other leave granted by the Board, ~~including Hardin County Sick Leave Bank~~.
5. The employee has complied with the District's policies governing the use of sick leave.
6. The employee may submit, in writing, permission to release details to potential donors regarding the need for leave and thus waive confidentiality rights by sharing the need for leave.

SICK LEAVE DONATION PROCEDURES

An employee needing donated sick leave shall submit a request in writing to the Deputy Superintendent. Appropriate medical documentation must accompany the request.

The Human Resources Department shall, upon receiving the request and medical documentation, communicate the employee's status and need to other District employees.

Employees volunteering to donate leave in this program shall submit approval in writing to the Human Resources Department. The approval must specify the specific number of days to be donated. Leave may be donated only to a specific eligible employee.

Sick leave shall not be donated or used in an amount less than one (1) day.

Employees who are recipients of donated days may not use donated days on an intermittent basis for the sole purpose of extending benefits. A recipient may use donated days on medical documentation that she/he will require periodic medical treatment relating to the original condition for which leave was donated.

LENGTH FOR DONATIONS

A request for donated sick days shall remain in effect for ten (10) working days.

Review/Revised:6/17/2010

RESEND PROCEDURE

PERSONNEL _____ 03.12321 AP.1

~~CERTIFIED PERSONNEL~~

~~Sick Leave Bank Procedures~~

~~OPERATING PROCEDURES~~

~~The general operating procedures are as follows:~~

- ~~1. All eligible employees shall be afforded the opportunity to enroll in the Sick Leave Bank by voluntarily contributing to the bank one (1) day from their sick leave accumulation.~~
- ~~2. Non-participating eligible employees may contact the Human Resources Department to enroll in each school year prior to October 15.~~
- ~~3. The Sick Leave Bank may be opened for re-enrollment of participating members at any time the balance of days available falls below fifty (50).~~
- ~~4. Days from the Sick Leave Bank may be taken in whole days only.~~
- ~~5. The school system's regular sick leave usage policies and procedures shall be used as relates to the Sick Leave Bank when practicable and feasible.~~
- ~~6. Participation is restricted to those eligible employees who have contributed to the bank.~~
- ~~7. Employees hired after October 15th shall have the option of participating in the Sick Leave Bank if they present an authorization form to the Human Resources Department within thirty (30) days after employment.~~

~~CRITERIA FOR GRANTING DAYS~~

~~The criteria to be used by the Board Sick Leave Bank Usage Approval Committee shall be as follows:~~

- ~~1. Serious accident by the employee requiring absences from work.~~
- ~~2. Serious illness of the employee.~~
- ~~3. Extended hospitalization of the employee.~~
- ~~4. Other serious extenuating circumstances normally allowing for sick leave as approved by the Usage Approval Committee.~~

~~No more than forty (40) consecutive days shall be awarded if the employee is eligible for disability retirement. If the employee is not eligible for disability retirement, the number of approved days is at the discretion of the usage committee.~~

~~SICK LEAVE BANK USAGE APPROVAL COMMITTEE~~

- ~~1. Be comprised of three (3) members appointed by the Superintendent and approved by the Board. The make up of the committee shall include two (2) teachers and one (1) administrator who are members of the Sick Leave Bank.~~

~~2. The term of office shall be three (3) years. A member is not limited to a single term.~~

~~3. No committee member shall rule on any usage application of his/her own or of a relative.~~

Sick Leave Bank Procedures

SICK LEAVE BANK USAGE APPROVAL COMMITTEE (CONTINUED)

4. Sick Leave Bank application forms may be obtained from the Principal at each school. Inquiries regarding the Sick Leave Bank process should be directed to the Human Resources Department at the Central Office.
5. Applications made to the Committee shall not contain the name of the applicant or, to the extent possible, any other identifying data. To the extent practicable, the Committee shall consider all applications anonymously.

Review/Revised:6/15/2017

RESEND POLICY

PERSONNEL _____ 03.12321 AP.1

~~CERTIFIED PERSONNEL~~

~~Sick Leave Bank Procedures~~

~~OPERATING PROCEDURES~~

~~The general operating procedures are as follows:~~

- ~~1. All eligible employees shall be afforded the opportunity to enroll in the Sick Leave Bank by voluntarily contributing to the bank one (1) day from their sick leave accumulation.~~
- ~~2. Non-participating eligible employees may contact the Human Resources Department to enroll in each school year prior to October 15.~~
- ~~3. The Sick Leave Bank may be opened for re-enrollment of participating members at any time the balance of days available falls below fifty (50).~~
- ~~4. Days from the Sick Leave Bank may be taken in whole days only.~~
- ~~5. The school system's regular sick leave usage policies and procedures shall be used as relates to the Sick Leave Bank when practicable and feasible.~~
- ~~6. Participation is restricted to those eligible employees who have contributed to the bank.~~
- ~~7. Employees hired after October 15th shall have the option of participating in the Sick Leave Bank if they present an authorization form to the Human Resources Department within thirty (30) days after employment.~~

~~CRITERIA FOR GRANTING DAYS~~

~~The criteria to be used by the Board Sick Leave Bank Usage Approval Committee shall be as follows:~~

- ~~1. Serious accident by the employee requiring absences from work.~~
- ~~2. Serious illness of the employee.~~
- ~~3. Extended hospitalization of the employee.~~
- ~~4. Other serious extenuating circumstances normally allowing for sick leave as approved by the Usage Approval Committee.~~

~~No more than forty (40) consecutive days shall be awarded if the employee is eligible for disability retirement. If the employee is not eligible for disability retirement, the number of approved days is at the discretion of the usage committee.~~

~~SICK LEAVE BANK USAGE APPROVAL COMMITTEE~~

- ~~1. Be comprised of three (3) members appointed by the Superintendent and approved by the Board. The make up of the committee shall include two (2) teachers and one (1) administrator who are members of the Sick Leave Bank.~~
- ~~2. The term of office shall be three (3) years. A member is not limited to a single term.~~
- ~~3. No committee member shall rule on any usage application of his/her own or of a relative.~~

Sick Leave Bank Procedures

SICK LEAVE BANK USAGE APPROVAL COMMITTEE (CONTINUED)

4. Sick Leave Bank application forms may be obtained from the Principal at each school. Inquiries regarding the Sick Leave Bank process should be directed to the Human Resources Department at the Central Office.
5. Applications made to the Committee shall not contain the name of the applicant or, to the extent possible, any other identifying data. To the extent practicable, the Committee shall consider all applications anonymously.

Review/Revised: 6/15/2017

Sick Leave Bank Procedures

OPERATING PROCEDURES

The general operating procedures are as follows:-

1. There will be one (1) sick leave bank for classified employees.
2. All eligible employees shall be afforded the opportunity to enroll in the Sick Leave Bank by voluntarily contributing to the bank one (1) day from their sick leave accumulation.
3. Non-participating eligible employees may contact the Human Resources Department to enroll in each school year prior to October 15.
4. The Sick Leave Bank may be opened for re-enrollment of participating members at any time the balance of days available falls below fifty (50).
5. Days from the Sick Leave Bank may be taken in whole days only.
6. The school system's regular sick leave usage policies and procedures shall be used as relates to the Sick Leave Bank when practicable and feasible.
7. Participation is restricted to those eligible employees who have contributed to the bank.
8. Employees hired after October 15th shall have the option of participating in the Sick Leave Bank if they present an authorization form to the Human Resources Department within thirty (30) days after employment.

CRITERIA FOR GRANTING DAYS

- The criteria to be used by the Board Sick Leave Usage Approval Committee shall be as follows:
1. Serious accident by the employee requiring absences from work.
 2. Serious illness of the employee.
 3. Extended hospitalization of the employee.
 4. Other serious extenuating circumstances normally allowing for sick leave as approved by the Usage Approval Committee.
- No more than forty (40) consecutive days shall be awarded if the employee is eligible for disability retirement. If the employee is not eligible for disability retirement, the number of approved days is at the discretion of the usage committee.

SICK LEAVE BANK USAGE APPROVAL COMMITTEE

The Sick Leave Bank Usage Approval Committee shall:

1. Be comprised of four (4) members appointed by the Superintendent and approved by the Board. The make up of the committee shall include one (1) member from each of the following groups: bus driver/transportation, maintenance/custodians, food service, and secretaries/office assistants/instructional assistants/clerks etc.
2. The term of office shall be two (2) years. Each year two (2) members shall leave the committee and two (2) new members shall be chosen to join the committee.
3. A name shall be drawn from those members of the sick bank who express an interest in being a candidate for the position to fill a vacancy on the committee should one occur.
3. No committee member shall rule on any usage application of his/her own or of a relative.

Sick Leave Bank Procedures

SICK LEAVE BANK USAGE APPROVAL COMMITTEE (CONTINUED)

4. Sick Leave Bank application forms may be obtained from the Principal at each school. Inquiries regarding the Sick Leave Bank process should be directed to the Human Resources Department at the Central Office.
5. Applications made to the Committee shall not contain the name of the applicant or, to the extent possible, any other identifying data. To the extent practicable, the Committee shall consider all applications anonymously.
6. These guidelines may become effective for immediate implementation upon passage.

Review/Revised: 6/15/2017

Student Expulsions

HEARINGS CONDUCTED BY

Student expulsion hearings would be conducted by a three-member committee. The Deputy Superintendent would serve as the hearing officer. The other members of the committee would be Principals/administrators.

RIGHTS AND PRIVILEGES

Students and parents would be afforded the same rights and privileges as they have in a hearing before the Board.

COMMITTEE'S RECOMMENDATION

The "expulsion" committee would make a determination if the student should be expelled or if alternative disciplinary action would be appropriate. If expulsion is recommended parent(s)/guardian(s) will be notified of the decision in person and/or by a certified letter. The letter will also make them aware of [KRS 158.150](#), in particular, subsection (~~3~~-6) which states, "The Board of Education of any school district may expel any pupil for misconduct as defined in subsection (1) of this section, but such action shall not be taken until the parent, guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the Board. The decision of the Board shall be final." The parent(s)/guardian(s) will be afforded the following opportunities: (1) accept the decision of the Committee, (2) request a hearing before the Board. If the parent(s)/guardian(s) accept the decision of the Committee, the Board would take necessary action at a Board meeting to expel the student. If the parent(s)/guardian(s) chooses to have a hearing before the Board, a date and time will be scheduled.

Review/Revised:6/17/2010

Student Expulsions

HEARINGS CONDUCTED BY

Student expulsion hearings would be conducted by a three-member committee. The ~~Deputy Superintendent~~ Superintendent/designee would serve as the hearing officer. The other members of the committee would be Principals/administrators.

RIGHTS AND PRIVILEGES

Students and parents would be afforded the same rights and privileges as they have in a hearing before the Board.

COMMITTEE'S RECOMMENDATION

The "expulsion" committee would make a determination if the student should be expelled or if alternative disciplinary action would be appropriate. If expulsion is recommended parent(s)/guardian(s) will be notified of the decision in person and/or by a certified letter. The letter will also make them aware of [KRS 158.150](#), in particular, subsection ~~(3)~~ (6) which states, "The Board of Education of any school district may expel any pupil for misconduct as defined in subsection (1) of this section, but such action shall not be taken until the parent, guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the Board. The decision of the Board shall be final." The parent(s)/guardian(s) will be afforded the following opportunities: (1) accept the decision of the Committee, (2) request a hearing before the Board. If the parent(s)/guardian(s) accept the decision of the Committee, the Board would take necessary action at a Board meeting to expel the student. If the parent(s)/guardian(s) chooses to have a hearing before the Board, a date and time will be scheduled.

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