

**- CLASSIFIED PERSONNEL -****Sick Leave****FULL-TIME EMPLOYEES**

All full-time classified personnel shall be entitled to ten (10) sick leave days with pay per year. All days shall be calculated to the nearest one-half (1/2) 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 injury or illness, including illness or temporary disabilities arising from pregnancy or exposure to contagious diseases.

**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), brother, sister, stepbrother, stepsister, grandchildren, step-grandchildren, daughters-in-law and sons-in-law, 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 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.~~

Any sick leave that is not used will remain with the employee who received them.

The sick leave donation program can take effect when an employee has used up or anticipated use of all days allowable under the sick leave bank provisions.

**REINSTATEMENT**

Classified employees whose employment is terminated by the Superintendent shall forfeit all unused sick leave days. Unused sick leave days shall not be restored at a later date.

**Sick Leave**

**AFFIDAVIT**

Employees claiming sick leave must file a personal affidavit or a certificate of a physician stating that they were ill or that they were 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 POLICIES:**

03.22321, 03.22322, 03.2233, 03.224, 03.273

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