

- CERTIFIED PERSONNEL -**Sick Leave**

Sick leave shall be granted to employees in accordance with the limits and restrictions set by law provided the employee has not exhausted the current and accumulated sick leave credit. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize sick leave, unless the employee submits documentation to support a leave under Board Policies 03.12322 Family and Medical Leave or 03.1234 Medical Leave.

Temporary, seasonal and substitute employees and student workers shall be excluded from paid sick leave.

AFFIDAVIT

Sick leave may be granted to an employee upon presentation of a personal affidavit or a certificate of a physician stating that the employee or member of employee's immediate family was ill on the day or days absent from duty and providing the employee has not exhausted the current and accumulated sick leave credit.¹

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 which the employee was entitled on the date of the transfer to the District.

SICK LEAVE DONATION PROGRAM

A sick leave donation program shall be established as required by law. The Superintendent shall develop procedures to implement this program.

PERSONNEL 03.1232

(CONTINUED)

Sick Leave

SICK LEAVE BANKS

SICK LEAVE BANKS MAY BE ESTABLISHED AS PERMITTED BY LAW. REFERENCES:

¹[KRS 161.155](#), Sec. 2, [KRS 161.152](#), [OAG 79-148](#)
[OAG 93-39](#)

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.12322

03.1233

03.124

03.175

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