

- CLASSIFIED PERSONNEL -

Sick Leave

NUMBER OF DAYS

All full-time classified personnel shall be entitled to one (1) day of sick leave with pay for each month employed.

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

ACCUMULATIVE

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 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.

NOTIFICATION AND AFFIDAVIT

A classified employee claiming sick leave must file a personal affidavit, in such format as required by the Superintendent, or a certificate of a physician stating that the employee was ill, that the employee was absent for the purpose of attending to a member of the immediate family who was ill or for the purpose of mourning a member of his or her immediate family.¹

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 and certified 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, unless employment is terminated.

Classified employees are eligible to apply for donated days not to exceed thirty (30) work days per request, with verified documentation if they meet the criteria established in procedures and may reapply for donated sick leave with additional qualifying events. **Employees shall be ineligible to make donation requests for purposes of maternity except in cases involving complications.**

Sick Leave**SICK LEAVE DONATION PROGRAM (CONTINUED)**

Upon return to work from the qualifying event and/or on **or before** June 30 of the current fiscal year, any unused donated sick leave shall be returned on a proportionate/pro-rated basis to employees who donated days.

REINSTATEMENT

Classified employees who resign or whose employment is terminated because of inadequate program funding shall have their unused sick leave reinstated, provided they are reemployed by the District within two (2) calendar years of the effective date of resignation or termination.

REFERENCES:

¹[KRS 161.155](#), Sec.2

[OAG 79-148](#)

[OAG 93-39](#)

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.22322

03.2233

03.273

Adopted/Amended: 7/27/2020
Order #: 2020-128

- CERTIFIED PERSONNEL -

Sick Leave

NUMBER OF DAYS

Employees shall be entitled to paid sick leave on the following basis:

185-204 days employment	10 sick leave days
205-224 days employment	11 sick leave days
225+ days employment	12 sick leave days

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.

NOTIFICATION AND AFFIDAVIT

A certified employee qualifying for sick leave under this policy shall immediately so indicate via the District's Frontline's Absence Management (formerly known as AESOP), or such other electronic notification system designated by the Superintendent.

Upon return to work a certified employee claiming sick leave must file a personal affidavit, in such format as required by the Superintendent, or a certificate of a physician stating that the employee was ill, that the employee was absent for the purpose of attending to a member of the immediate family who was ill, or for the purpose of mourning a member of his or her immediate family.¹

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**SICK LEAVE DONATION PROGRAM**

Under procedures developed by the Superintendent, certified and 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, unless employment is terminated.

Certified employees are eligible to apply for donated days, not to exceed thirty (30) work days per request, with verified documentation if they meet the criteria established in statute and may reapply for donated sick leave with additional qualifying events. **Employees shall be ineligible to make donation requests for purposes of maternity except in cases involving complications.**

Upon return to work from the qualifying event and/or on **or before** June 30 of the current fiscal year, any unused donated sick leave shall be returned on a proportionate/pro-rated basis to employees who donated days.

REINSTATEMENT

Certified employees who resign or whose employment is terminated because of inadequate program funding shall have their unused sick leave reinstated, provided they are reemployed by the District within two (2) calendar years of the effective date or resignation or termination.

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 (Workers' Compensation)

03.175 (Retirement Compensation)

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