

DATE:

July 20, 2021

AGENDA ITEM (ACTION ITEM):

Consider/Approve revisions to Policy 03.1232 "Sick Leave" (Certified) and 03.2232 "Sick Leave" (Classified) waiving the 1st Reading under the emergency situation stated in Policy 01.5, grandfathering in all employees who were granted these days in previous years.

APPLICABLE BOARD POLICY:

01.5 – School Board Policies

HISTORY/BACKGROUND:

Employees on a 220 day contract have been historically given calendars as 12 month employees with a start date of July 1 annually, which is consistent with all employees listed on the policy for 230 day contracts. As such, 12 sick days have been granted to those employees considered to be 12 month employees each year, including those on 220 day calendars. This adjustment in the wording of the policy would make the practice consistent with the policy, and would grandfather in those who were granted these days in previous years.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Approval of revisions to Policy 03.1232 "Sick Leave" (Certified) and 03.2232 "Sick Leave" (Classified) waiving the 1st Reading under the emergency situation stated in Policy 01.5, grandfathering in all employees who were granted these days in previous years.

CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

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

Full-time certified employees shall be entitled to a minimum of ten (10) days of sick leave with pay each school year. Full-time personnel employed for 220 days or more each year ~~shall be entitled to eleven (11) days of sick leave with pay each year. Full-time personnel employed for 230 days or more~~ shall be entitled to twelve (12) 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. At the beginning of each school year, teachers shall be provided with an accounting of their accumulated sick leave on request.

Sick leave days accumulated prior to an employee taking an unpaid leave of absence shall be credited to the employee upon return.

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 only husband, wife, sons, daughters, stepchildren, foster children, grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, step-parents or any other persons who are living as members of the teacher's household.

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 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.

Sick Leave

SICK LEAVE DONATION PROGRAM (CONTINUED)

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

REFERENCES:

¹KRS 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 (Retirement Compensation)

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

Full-time classified employees shall be entitled to a minimum of ten (10) days of sick leave with pay each school year. Full-time personnel employed for 220 days or more each year ~~shall be entitled to eleven (11) days of sick leave with pay each year. Full-time personnel employed for 230 days or more~~ shall be entitled to twelve (12) 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 classified employee to whom they were granted. At the beginning of each school year, classified employees shall be provided with an accounting of their accumulated sick leave on request.

Sick leave days accumulated prior to an employee taking an unpaid leave of absence shall be credited to the employee upon return.

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 only husband, wife, sons, daughters, stepchildren, foster children, daughters-in-law and sons-in-law, brothers and sisters, grandparents, parents, step-parents or any other persons who are living as members of the teacher's household.

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.

Sick Leave

AFFIDAVIT

Upon return to work a classified 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

REFERENCES:

¹KRS 161.155
OAG 79-148
OAG 93-39
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.22322
03.224
03.273 (Retirement Compensation)