# DRAFT 2/13/2024

# PERSONNEL 03.273

**- Classified Personnel -**

**Retirement**

**Notice**

Persons retiring should give the Superintendent notice as far in advance as possible but not less than two (2) weeks prior to retirement.

**Accumulate Sick Leave Days**

**Sick leave days leave days shall accumulate on a pro-rata basis for the total period of time that employee works during a school year. That pro-rata basis will be determined by the number days actually worked by the employee divided by the number of days under the employee’s contract for the school year and will be calculated to the nearest one-half ½ day.**

**Compensation for Accumulated Sick Leave (AKA SICK LEAVE DAYS)**

At the time of initial retirement and under provisions of KRS 161.155 (10), the Board shall compensate classified employees, or their estate, for unused sick days at the rate of thirty per cent (30%) of the daily salary rate for each unused sick day. This calculation shall be based on the employee's last annual salary. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days.1

Upon death of an employee in active contributing status who was eligible by reason of service, the District shall compensate the estate of the employee.

Retirement shall mean retirement from the County Employees’ Retirement System.

**Escrow Account**

The Board shall create an escrow account to maintain the funds necessary to reimburse employees who qualify for the retirement benefit.

**References:**

1KRS 161.155

 29 U.S.C. 631

 KRS 61.545; KRS 78.616; KRS 157.420

 OAG 81-72; OAG 83-191; OAG 97-28

**Related Policy:**

03.2232