# DRAFT 2/12/2023

# PERSONNEL 03.2232

**- Classified Personnel -**

**Sick Leave**

**Number of Days**

All full-time classified personnel shall be entitled toten (10) days of sick leave with pay per school year.

Persons employed for less than a full contract year shall receive a pro-rata part of theauthorized sick leave days calculated to the nearest one-half (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 equivalent to their normal working day.

**Accumulative**

Unused sick leave days accumulate without limit.

**Accumulated Sick Leave**

**Sick 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 of 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.**

**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.

**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.

# PERSONNEL 03.2232

#  (Continued)

**Sick Leave**

**Sick Leave Donation Program (continued)**

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.

**Statement**

Upon return to work, an employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was 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:**

03.22322; 03.2233; 03.273