# DRAFT 2/13/2024

# PERSONNEL 03.1232

**- Certified Personnel -**

**Sick Leave**

**Number of Days**

Full-time certified employees shall be entitled to ten (10) days of sick leave with pay each school year.

Persons employed for less than a full year contract shall receive a pro-rata part of the authorized 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 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.

**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 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 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.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

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# (Continued)

**Sick Leave**

**Statement**

Upon return to work a certified 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 for the purpose of attending to a member of the immediate family who was ill.1

**References:**

1KRS 161.155

KRS 161.152

OAG 79-148; OAG 93-39

Family & Medical Leave Act of 1993

**Related Policies:**

03.124

03.12322

03.1233