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PERSONNEL

- CLASSIFIED PERSONNEL -

**Sick Leave**

**NUMBER OF DAYS**

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

**No portion of any employee's salary shall be paid for any day the employee does not work due to illness once accumulated sick leave has been exhausted.**

Persons **hired after the opening day of school** for less than a full year contract shall receive a prorata 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 classified employee to whom they were granted.

**At the end of each school year, employees who do not use any paid or unpaid leave, excluding professional leave, during the school year shall have one (1) additional day of sick leave added to their accumulated sick leave balance.**

**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), **siblings, spouse's siblings**, grandchildren, daughters-in-law and sons-in-law, 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. Unused or uncompensated sick leave accumulated in a Kentucky District at any time prior to transfer to Fort Thomas Independent Schools, may be transferred upon verification of evidence by the employee.

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**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.

PERSONNEL

03.2232  
(CONTINUED)

**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.

**STATEMENT**

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; 03.224; 03.273