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PERSONNEL

- 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.

No portion of any employee's salary shall be paid 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 (½) 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 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 the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, **siblings, spouse's siblings**, 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. 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, 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.

Sick Leave

SICK LEAVE DONATION PROGRAM (CONTINUED)

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.

ABSENCES ON OPENING DAY OF SCHOOL

Accumulated days of sick leave shall be granted to an employee if, prior to the opening day of the school year, a physician's affidavit or statement is presented to the Board, stating that the employee is unable to assume his duties on the opening day of the school year, but will be able to assume his duties within a period of time that the Board determines to be reasonable.¹

STATEMENT

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.

REFERENCES:

- ¹KRS 161.155; KRS 161.152; OAG 79-148
- OAG 93-39
- Family & Medical Leave Act of 1993

RELATED POLICIES:

- 03.12322; 03.1233; 03.124 (Worker's Compensation)
- 03.175 (Retirement Compensation)