

**- 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.

**Emergency Days**

Eleven (11) month employees shall be entitled to one (1) day of emergency leave. Twelve (12) month employees shall be entitled to two (2) days of emergency leave. Emergency Days do not accumulate or transfer.

Persons employed for less than a full year contract shall receive a prorated part of the authorized sick leave days calculated to the nearest one-half (1/2) day. Partial contract months beyond a full school year shall be rounded up to the nearest full 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. Teachers shall be notified annually as to their amount of unused sick leave.

**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 unused sick leave days shall be returned to donors as specified in administrative procedures.

**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.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>[KRS 161.155](#); [KRS 161.152](#); [OAG 79-148](#)  
Family & Medical Leave Act of 1993

**RELATED POLICIES:**

03.12322  
03.1233  
03.124  
03.175 (Retirement Compensation)

Adopted/Amended: 7/20/2023  
Order #: 701